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ABSTRACT

This document presents the five year library plan for public libraries in Louisiana. It identifies the specific inadequacies in public library services, resources, facilities, and personnel; identifies the people who are to be served; reveals the geographical, sociological, economic, and educational barriers to the expanded use of libraries; and presents specific goals and objectives as part of an overall plan to overcome both inadequacies and barriers. The document begins with a statement of purpose followed by a description of the public the libraries serve. Also included is an overview of the services the state library provides. The identification of needs and plans of action are presented in the form of 21 goals which make up the major part of the report. For each goal, the following information is given: the standard it is built from (if available); status/needs; objectives; activities; and evaluation procedures. The goals cover such topics as administration; areas without services; areas with inadequate services; community information and referral centers; drug abuse information and prevention; child care centers and providers; literacy programs; handicapped access; multicultural issues; services to special populations; and library networks. Four appendixes contain: the Louisiana State Library organization chart; 10 maps providing information on minority populations, correctional institutions, long-term care facilities and other pertinent areas of need; and sections of the Library Services and Construction Act. (JLB)

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# CLEAR PURPOSE . . . . . .

# COMPLETE COMMITMENT

## Long-Range Library Program For All Louisianians

## 1995-1999

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# CLEAR PURPOSE ...

# COMPLETE COMMITMENT

A Long-Range Program to Provide Louisianians
with Library and Information Services
Adequate to their Needs
1995-1999

*Thomas F. Jaques*
Louisiana State Librarian

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*In my opinion, there is nothing that can greater serve the cause of convenience, happiness and uplift of a community than a public library. It places within the reach of every child, as well as older people, the literature which enables them to become informed, and through which they may entertain themselves more delightfully, and to aid their mental and spiritual development.*

*If I had only a small amount of money to spend on public improvements, I would put it all in a library.*

*Letter from Huey P. Long to the Louisiana Library Commission, in Louisiana Library Commission, Report on the Louisiana Library Demonstrations: 1925-1930 (New York: League of Library Commissions, 1931), p. 75.*

TABLE OF CONTENTS


PREFACE . . . . . ii

PURPOSE . . . . . iii

THE LIBRARY PUBLIC . . . . . 1

AGENCY OVERVIEW . . . . . 3

IDENTIFICATION OF NEEDS/PLAN OF ACTION

I. Administration . . . . . 6
II. Areas Without Services . . . . . 8
III-A. Areas With Inadequate Services . . . . . 10
1. Staffing . . . . . 10
2. Book Collection . . . . . 12
3. Materials Selection Policy . . . . . 16
4. Audio-visual Collection . . . . . 17
5. Administrative Certification . . . . . 19
6. Output Measures . . . . . 20
III-B. Community Information and Referral Centers . . . . . 21
III-C. Drug Abuse Information and Prevention . . . . . 22
III-D. Child Care Centers and Providers . . . . . 23
IV-A. Urban and Rural Areas With High Concentration of Low-Income Families 24
IV-B. Literacy Programs . . . . . 26
IV-C. Literacy Centers . . . . . 28
V-A. Physically Handicapped . . . . . 29
V-B. Handicapped . . . . . 31
VI. Institutionalized . . . . . 32
VII. Strengthening the Capacity of The State Library Administrative Agency . . 34
VIII. Major Urban Resource Libraries . . . . . 41
IX. National/Regional Resources Centers . . . . . 45
X. Limited English-Speaking . . . . . 46
XI-A. Services to Senior Citizens . . . . . 48
XII. Construction . . . . . 50
XIII. Planning of Cooperative Resource Sharing Library Networks . . . . . 53
XIV. Establishing and Operating Library Networks . . . . . 55
XV. Preservation Cooperation Plan . . . . . 57

APPENDICES

A. Louisiana State Library Organization Chart . . . . . 58
B. Maps
1. Areas With Inadequate Services -- Staffing . . . . . 59
2. Areas With Inadequate Services -- Certified Administrators . . . . . 60
3. Urban and Rural Areas -- Parishes Over 50% Rural Population . . . . . 61
4. Urban and Rural Areas -- Personal Per Capita Income -- State Median 62
5. Urban and Rural Areas -- Personal Per Capita Income -- U.S. Average 63
6. Urban and Rural Areas -- Minority Population . . . . . 64
7. Institutionalized -- Correctional Institutions . . . . . 65
8. Institutionalized -- Long-Term Care and Residential Facilities . . . . . 66
9. Limited English-Speaking . . . . . 67
10. Services to Senior Citizens -- Aged Population . . . . . 68
C. Library Services and Construction Act
State Advisory Council on Libraries . . . . . 69
D. Criteria, Priorities, Procedures, and Policies:
Library Services and Construction Act . . . . . 72

## PREFACE

This document has been prepared under authority granted by Louisiana Statute R.S. 25:15 in compliance with the Library Services and Construction Act P.L. 98-480 as amended.

This long-range program results from the combined efforts of the State Library staff, the LSCA Advisory Council, the LSCA Administrative Librarian, Louisiana librarians, the Library Development Committee of Louisiana, and a number of other formal and informal planning groups within the state.

Several documents have been used extensively in the preparation of this program. Among them are Standards for Public Libraries in Louisiana, Public Libraries in Louisiana: Statistical Report, States in Profile: The State Policy Reference Book, and the 1990 Census for Louisiana. For special groups, the American Library Association standards appropriate to them have been used. In addition, a number of reports prepared by local, state and federal agencies have provided data for the writing of this program.

The static nature of a written program cannot completely reflect the dynamic, often simultaneously occurring, steps in the planning process. Therefore, the format of Clear Purpose...Complete Commitment, 1995-1999 provides some sense of the continuous and overlapping nature of library planning and development in Louisiana. The long-range program includes:

- an assessment of the general population and environments of Louisiana with corresponding library service needs,
- an assessment of the status and library needs of special populations identified in LSCA legislation including the disadvantaged, institutionalized, blind and physically handicapped, illiterate, and persons with limited-English speaking ability,
- an assessment of major library programs throughout the state including criteria of adequacy, status, and needs, and
- a plan of action with measurable objectives to meet identified needs over the next five years.

## STATEMENT OF PURPOSE

This publication serves several purposes. It identifies specific inadequacies in public library services, resources, facilities and personnel. It identifies the people who are to be served, and reveals the geographical, sociological, economic and educational barriers to the expanded use of libraries. Finally, it presents specific goals and objectives as part of an overall plan to overcome both inadequacies and barriers.

Clear Purpose...Complete Commitment marks the sure, determined step of progress as it addresses the library needs of Louisiana citizens. It highlights the activities of the State Library of Louisiana and its administration of Library Service and Construction Act funds, but its focus is on the challenge of improving library service to all citizens in the state.

The State Library of Louisiana is dedicated to meeting that challenge with programs of public library construction, of training for library staffs, of interlibrary cooperation and resource sharing. Directly because of LSCA, the State Library can present an array of programs reaching the handicapped, the illiterate, the institutionalized, the aged, the limited English-speaking, minorities and others.

The five year program for the improvement of library service in Louisiana is not static; rather it represents an on-going process of evaluation, alteration and refinement. From it will emerge a consensus for action and the preliminary steps for achievement.

## THE LIBRARY PUBLIC

Louisiana is a medium sized state covering 47,752 square miles, divided into sixty-four parishes.

The 1990 Census showed a total Louisiana population of 4,219,973, for a twenty-first ranking among the states in total resident population. The racial composition of that total is about 67% white, 31% black, and 2% Hispanic. There is also a small, but growing, population of Asians and Pacific Islanders taking residence within the state. The state's current birth rate is 17/1000 population, a little above the national average of 16. Our death rate is 8.8/1000 population, a little above the national average of 8.3. Because Louisiana's high birth rate is not a recent social phenomenon, her population is relatively young, with a median age of 31.0 years. The parishes with greater than average numbers of young are found in south Louisiana, where the predominantly Catholic population sustains a high birth rate and immigration is high. The high emigration of young adults from north Louisiana leaves that area with a population of higher average age.

According to the 1990 Census, there are 468,991 Louisianians who are 65 years of age or older. This represents an increase of 16% over 1980's total of 404,279. The number of people now over age 65 represents 11% of Louisiana's population, a figure a little below the national average of 12.5%.

Louisiana is a state with two divergent cultures. The people of the north are generally, white, Protestant, and Anglo-Saxon, while the south has large pockets of French, Roman Catholic and non-white populations. Many of the state's inhabitants are bilingual. About 11% of people over age eighteen years speak either French or Spanish. There are also small settlements where other European or Asian languages are spoken. In all, about 385,000 individuals speak a language other than English at home.

Much of the state is still rural. Forty of the sixty-four parishes have fewer than 50,000 residents. Only in a third of the state's parishes do the majority of people live in urban areas.

Louisiana's three most densely populated parishes are East Baton Rouge, Jefferson, and Orleans. Two other areas show high population densities: Caddo, and Lafayette parishes. Three libraries have received certification as Major Urban Resource Libraries (MURLS): East Baton Rouge, Shreve Memorial (Caddo Parish), and New Orleans Public.

Poverty and illiteracy are prevalent in Louisiana. The 1990 census indicates that 23.6%, nearly one fourth, of the population live in poverty. Among children, 31.2% are victims of poverty; among elderly Louisianians, 24.1% live in poverty, almost double the national rates in these two age groupings. The state ranked 45th in personal income; and ranked 47th in median household income. Unemployment in Louisiana according to the State Department of Labor, Labor Statistics section, reached 7.9% in April of 1992.

Only 68.3% of the state's population has graduated from high school. The drop out rate is among the nation's highest at 12.5% of students between 16 and 19 years old. States in Profile: The State Policy Reference Book (State Policy Research, Inc. 1991) lists Louisiana's illiteracy rate at 16%, the nation's worst.

State government in Louisiana is big business. Louisiana has more state employees than thirty-four other states and spends greater sums for state government operation than thirty.

There are few individuals living in Louisiana who are without some public library service. Each of Louisiana's sixty-four parishes has an established public library system. According to the statistics gathered for the Public Libraries in Louisiana: Statistical Report, 1,876,000 Louisianians were registered public library users; they represent 38% of the state's citizenry. Total book collection for all public libraries in Louisiana was 8,797,151. Circulation numbers show a steady upward trend; ten years ago circulation was 14,440,551; five years ago, 16,630,298. Total circulation in 1992 was 18,849,629, a 30.5% increase from ten years ago. Louisianians need, and use, their libraries.

Included in the appendix are Louisiana maps which show the state's distribution of low income, aged and minority populations, and areas predominately rural. Every parish in the state ranks high in some area of social concern as indicated by the maps, and many rank high in several. Indeed, because of the widespread dispersement of low income population, the entire state can be said to require special service attention. As such, the State Library of Louisiana believes that the development of basic library service statewide, through the parish/regional library, is its most important goal. Complementary to the provision of library service statewide are the goals to increase public awareness of the importance of books, reading and the printed word to Louisianians and to see that library services are utilized for the maximum benefit of the individual and the state. Service to specific disadvantaged populations should be provided through the parish library system with the State Library providing backup service to the parish libraries. Service to disadvantaged groups will be provided by the State Library when it is more efficient and effective to do so, or when required by law.

In addition to the above concerns, changes in technology have put other burdens on the state's libraries. Libraries need to provide additional staff training and improve physical facilities in order to incorporate new developments such as automation of library operations, bibliographic networking, on line reference services, video technology, and other forms of information storage and retrieval.

Political and economic developments are also placing new demands on Louisiana's state and local governments. Changes in funding sources and funding responsibilities are clearly bringing about changes in policy and service configurations.

All of these factors--demographic, social, economic, technological, and political--impact library service. The stage is set, the needs are clear, our purpose must be to plan library services to meet Louisiana's current and future information, educational and recreational demands.

## AGENCY OVERVIEW

While legislation was enacted in 1920 to create the Louisiana Library Commission, a forerunner of the State Library of Louisiana, the commission's work did not begin until 1925. It was in that year that the Carnegie Foundation selected Louisiana as recipient of a $50,000 grant to demonstrate library service an a statewide basis. With the arrival of Essae M. Culver, a professionally trained California librarian, the Commission Library opened for service from quarters in the old State Capitol. At this time, Louisiana had five established public libraries, all inadequately equipped and supported. There were no public libraries for the state's remaining fifty-nine parishes.

To meet Louisiana's library needs with the Commission's limited resources, and to insure a sound and permanent basis for library growth, the Demonstration method of public library development at the parish level was adopted. As the name implies, this method was to demonstrate adequate, efficient library service to residents of a specific parish or region for a designated period. The Library Commission selected a parish or region for demonstration on the basis of community support and manifest interest in public library development. After the one year demonstration, the parish was to assume responsibility for the library's continued support. Cooperation is the word to describe the effort expended to establish the parish demonstration libraries. The Library Commission contributed funding, professionally trained staff, book collections, magazines, bookmobiles when available, and administrative supplies. The communities selected provided the physical plant, furniture and paid the library utilities. The parish police jury furnished $1,500 for overall operating expenses.

By 1929, the Commission had successfully completed four parish demonstrations. The Carnegie Foundation felt compelled, because of Louisiana's economy and the Commission's work, to sustain the work of the previous three years and to fund an additional two years of development. So began Louisiana's unique form of statewide library development--the strong parish library system supported by a local and autonomous tax base. During its next twenty-five years, Louisiana's state-supported demonstration system would establish public libraries in thirty-one parishes.

A Carnegie Foundation representative described the Commission's work as "one of the finest expenditures of Carnegie money...on record."

By 1926, it became apparent to the Commission that the original 1910 library law was inadequate as a legal basis for library development. The legislation introduced that year (1) authorized the establishment, development, equipment and maintenance of parish and municipal public libraries and provided for their administration; (2) created a State Board of Examiners whose responsibility it was to examine and certify qualified library administrators; and (3) provided a mechanism for raising funds by taxation for the above purposes.

In May 1932, the Commission Library and Office were moved from one comparatively small room in the old State Capitol to the eighteenth floor of Huey Long's new State Capitol. At the termination of the Carnegie grant, the state legislature increased its support of the Library Commission. Near the end of the third decade, a statewide Citizen's Library Movement (1932) was organized to seek increased state financial support for establishing parish and regional libraries and for continued state aid to existing libraries.

The Library Commission faced administrative change in 1940 as the legislature moved to place the Commission under the jurisdiction of the Louisiana State University. This legislation was quickly

declared unconstitutional. Other changes came as the Library Commission was forced to leave the State Capitol for new quarters totally inadequate in size, arrangement and accessibility. The old LSU Hill Memorial Library was to serve as the Commission's and State Library's home until 1958 when the current State Library building was ready for occupancy.

The State Library of Louisiana came into being in 1946, a result of legislation changing the Library Commission's name. The program of library service and development which had been initiated by the Library Commission continued under the State Library. This same legislation designated the State Library as responsible for providing legislative reference service during the regular legislative sessions.

From the opening of Library Commission headquarters in 1925, a collection of Louisiana materials has been maintained. History, culture, biography, genealogy, and wildlife are among the many interest areas found in books, etchings, maps, magazines, census records, photographs, brochures and clippings. A film service was inaugurated by the Library in 1949 and functions today as an ever important and growing service.

The first institutional demonstration was inaugurated at the Louisiana State Penitentiary in 1947. Although the Penitentiary would not fund the continuation of these services the following year, the benefits to inmates and the institution's personnel were felt and appreciated.

The Library Commission's goal to establish a public library in every parish was completed in 1968.

Once the public library demonstrations were complete, institutional pilot projects were again begun. Since 1968, the State Library of Louisiana has cooperated with state agencies in establishing and partially funding, through LSCA Title I monies, two year pilot programs to provide library service for the patients, inmates and residents of the state health and correctional institutions. Twenty-four new libraries have been created, and the collections of seven established institutional libraries have been broadened and expanded.

In 1952, the Louisiana Legislative Council was created, removing the responsibility for providing legislative reference and bill drafting services for the legislature from the State Library.

An outstanding event in the history of the State Library took place in 1954 when the Louisiana Legislature provided two million dollars for constructing the new State Library of Louisiana Building completed in 1958.

Although the State Library had assumed the financial responsibility for services provided Louisiana's blind citizens through the New Orleans Public Library in 1951, it was not until the new State Library building was completed in 1958 that the service became a State Library function.

Today, the State Library provides a wide range of services to other libraries and directly to certain groups of citizens.

- Elected and appointed state officials and employees may use and borrow materials directly from the State Library. Anyone may use its resources on-site.

- Blind, visually handicapped, and physically handicapped persons who cannot use printed materials may borrow books and magazines in Braille and on cassette tapes directly from the State Library.

- The Louisiana Collection is a valuable collection of information about Louisiana, it's history and culture. It is especially strong in political history, biography, genealogy and in the writings of Louisiana authors.

- A collection of 16 mm films, recordings of Louisiana music, and video cassettes is available on a wide range of subjects and may be borrowed for use by individuals and organizations through local libraries.

- State and federal documents are available for use or loan. The State Library administers a program which distributes state documents to other designated libraries, and is itself a full and complete depository of all state documents.

- A major division of the State Library provides consultative services to public and institutional libraries, and develops training and other educational programs for library staff and trustees.

- A staff of professional librarians provides reference services in response to questions for information from individuals and other libraries.

- A Specialized Cataloging Assistance Center orders, catalogs and processes books for many public and institutional libraries.

- A major function of the State Library is to administer state and federal grants. These include grants to acquire materials for local libraries, to build or renovate public library facilities and to initiate programming in areas such as reading and literacy.

The State Library has a staff of 69 of which 26 are professional librarians. It is important to note that the State Library does not have administrative authority over any other library. The State Library is an Office within the Department of Culture, Recreation and Tourism. A five member State Library Board of Commissioners appoints the State Librarian and advises him on matters of policy and service. There have been three State Librarians since 1925: Dr. Essae M. Culver, Miss Sallie Farrell and Mr. Thomas F. Jaques.

## IDENTIFICATION OF NEEDS AND PLAN OF ACTION

### IMPROVE THE EFFICIENCY AND EFFECTIVENESS OF ADMINISTRATION

GOAL I

TO IMPROVE THE EFFICIENCY AND EFFECTIVENESS OF THE ADMINISTRATIVE, PLANNING AND SUPPORT CAPABILITIES OF THE STATE LIBRARY ADMINISTRATIVE AGENCY.

STATUS/NEEDS

In accordance with the provisions of the Library Services and Construction Act and all regulations relating thereto, as well as the Louisiana Revised Statutes, the State Library of Louisiana has responsibility for the administration, planning, monitoring and evaluation of programs, with the advice and assistance of the State Advisory Council on Libraries.

Inherent in this responsibility are such functions as overall management of programs; establishment and revision of related policies and procedures; provision of fiscal control, personnel and property management; staff support and direction for all state and federally funded projects; data collection and dissemination; and provision of a monitoring and evaluation process. For public libraries to achieve their goals, the State Library of Louisiana must maintain and strengthen its leadership role in statewide planning and development, and administer state and federal funds in compliance with state and federal requirements. Funding is essential to cover personnel and operating costs incurred in carrying out responsibilities.

An on-going need is for the Library Services and Construction Act State Advisory Council on Libraries to advise the State Library.

OBJECTIVES

1. Provide for improved agency LSCA planning and implementation, grants development, monitoring and evaluation, and fiscal and personnel management.

2. Support the activities of the LSCA State Advisory Council on Libraries necessary to assist the State Library in carrying out its function, including at least one annual meeting.

3. Strengthening the agency's planning, administrative, and support capabilities

    a) by attracting competent professional staff when vacancies occur

    b) by cooperating, at the national level, with other library-related agencies, in the implementation of certain activities, and

c) by a continuing analysis of factors affecting public library service in Louisiana.

ACTIVITIES

1. Perform and coordinate tasks necessary to administer the State Plan, and plan and evaluate statewide library services.

2. Fund all activities of the LSCA State Advisory Council on Libraries essential to assist the State Library in carrying out its function.

3. Continue to pursue implementation of the recommendations for improved library service generated by the statewide public forums preceding the White House Conference and those emerging from the White House Conference of July 1, 1991.

EVALUATION

Evaluation will be based on the extent to which LSCA planning and implementation is improved, and the activities of the State Advisory Council on Libraries are supported.

MAKE LIBRARY SERVICES AVAILABLE TO WIDEST POSSIBLE AUDIENCE, TARGETING AUDIENCES OF GREATEST POTENTIAL, AND PUBLICIZING SERVICES TO ALL.

GOAL II

TO STRENGTHEN THE STATE LIBRARY SYSTEM THROUGH PLANNING, MARKETING, AND EVALUATION TECHNIQUES: ANNUALLY ACQUIRE 25 RESOURCE MATERIALS ON THESE TOPICS; PUBLISH LISTS AND REVIEWS IN STATE LIBRARY NEWSLETTERS THREE TIMES ANNUALLY; TRAIN 100 LIBRARY STAFF IN TECHNIQUES; HOLD ONE MAJOR PR EVENT TO PROMOTE LIBRARIES. CREATE THE WIDEST ACCESS AND THE GREATEST POSSIBLE IMPACT FOR CITIZENS OF LOUISIANA.

STATUS/NEEDS

As of 1968, a public library system had been established in each of Louisiana's 64 parishes. Most of the state's residents are within a reasonable drive to the nearest public library facility, be it a main or branch library. Thirty-three parishes provide bookmobile service to accommodate rural areas and small communities without library facilities. Access to library service in Louisiana, therefore, is consolidated statewide in the geographic sense.

There is a need to employ current marketing analysis and technique to design and commit library services.

Ongoing evaluation should be undertaken to review long range activity and redesign services, providing the leadership for library development. There also remains a need to publicize and promote library service on a statewide basis. Active public relations and the affiliation with The Center For The Book are two ways to advocate books, reading, and libraries, and access to them.

OBJECTIVES

1. Acquire 25 professional literature titles annually to add to centralized marketing and public relations tools.

2. Publicize these tools through listing and review in *Communique'* at lease three times annually. Compose at least one article annually in *Insights* on marketing strategy.

3. Design at least one large-audience, major media event with the new Louisiana Center for the Book each year.

4. Train librarians in state on marketing techniques in annual administrative workshops and through published articles at least once annually.

ACTIVITIES

1. Work with State Department of Culture, Recreation, and Tourism Public Relations manager to promote programs of State Library of Louisiana.

2. Seek funding to install marketing and communications Director position for State Library of Louisiana.

3. Work with other libraries, library advocates, and literary community to coalesce and create common programs and themes toward book, reading, and library promotion.

EVALUATION

Report interest, related news, activities, recruitment and progress in *Communique'* on acquisitions, funding, and training. Maintain file of media published and transmitted on State Library activities. Record events related to The Louisiana Center For The Book.

EXTEND AND IMPROVE LIBRARY SERVICES TO AREAS OF THE STATE IN WHICH SERVICES ARE INADEQUATE

GOAL III-A

TO STRENGTHEN THE STATEWIDE PUBLIC LIBRARY SYSTEM BY PROVIDING INCREASED RESOURCES AND LIBRARY PERSONNEL. WORK WITH FORTY-EIGHT UNDERSTAFFED LIBRARIES TO REDUCE TO TWENTY-FOUR THIS NUMBER BY 1998. REDUCE FROM TWENTY-FOUR THE NUMBER OF LIBRARIES DEFICIENT IN BOOK VOLUMES TO TWELVE BY 1998. PROVIDE ASSISTANCE AND TRAINING WHEREBY ALL 65 PUBLIC LIBRARY SYSTEMS HAVE BOOK SELECTION POLICIES BY 1998. CERTIFY ALL ELIGILBE LIBRARIANS (CURRENTLY 11) BY 1998. PROVICE TRAINING ANNUALLY ON USE OF OUTPUT MEASURES.

STANDARD

Libraries shall employ at least an adequate level of full-time equivalent staff on a per capita basis as follows:

| | Adequate | Superior |
|---|---|---|
| Total Library staff | 1 per 2,000 | 1 per 1,500 |

SOURCE:

Standards for Public Libraries in Louisiana (Baton Rouge: PLS, Louisiana Library Association, 1987) p. 8.

STATUS/NEEDS

Statewide, the ratio of all staff to population is 1 per 2,541; the ration of professional staff to total population is 1 per 15,500.

As of 1992 sixteen of the sixty-one parishes and three municipal libraries (Allen, Bienville, Cameron, Catahoula, East Baton Rouge, Iberville, Jackson, Lafayette, LaSalle, Pointe Coupee, Sabine, St. Charles, St. James, St. John, Tensas and West Baton Rouge) met or exceeded the standard. Forty-eight of the library systems did not attain the standard, thus a need exists to increase the staffing level in those libraries to one full-time equivalent staff member for every 2,000 population.

Listed below are the parish and municipal libraries that did not meet the staffing standard and the number of FTE's they are short to be adequate.

| Parish | No. Staff Needed | Parish | No.Staff Needed |
|---|---|---|---|
| Orleans (New Orleans) | 78.11 | Bossier | 10.27 |
| St. Tammany | 32.68 | Audubon Regional | 10.24 |
| Caddo (Shreve Memorial) | 29.02 | Vermilion | 9.24 |

| Parish (cont'd) | No. Staff Needed | Parish | No. Staff Needed |
|---|---|---|---|
| Opelousas-Eunice | 27.44 | Ascension | 8.81 |
| Rapides | 27.32 | Acadia | 8.14 |
| Terrebonne | 24.79 | Jefferson | 8.04 |
| Livingston | 23.91 | Webster | 7.93 |
| St. Bernard | 20.03 | Lincoln | 7.47 |
| Vernon | 16.69 | Morehouse | 7.44 |
| Iberia | 14.75 | Washington | 7.09 |
| Calcasieu | 12.19 | St. Martin | 6.74 |
| Avoyelles | 11.48 | Union | 5.56 |
| Lafourche | 11.26 | Tangipahoa | 5.06 |
| Natchitoches | 10.31 | Morgan City | 4.27 |
| Evangeline | 4.05 | Grant | 1.79 |
| Beauregard | 3.88 | Jennings Carnegie | 1.65 |
| St. Mary | 3.55 | Caldwell | 0.94 |
| Jefferson Davis | 3.46 | Plaquemines | 0.93 |
| Concordia | 3.29 | Richland | 0.78 |
| Claiborne | 2.73 | Winn | 0.67 |
| DeSoto | 2.65 | Red River | 0.63 |
| Ouachita | 2.00 | East Carroll | 0.37 |
| Franklin | 2.00 | Madison | 0.12 |
| Assumption | 1.92 | West Carroll | 0.07 |

OBJECTIVE

Encourage forty-eight libraries to bring staff levels more in line with the standard of 1 per 2,000. Reduce by one-half (24) this number by 1998. Improve the statewide ratio of personnel to population to reach the adequate standard of 1 per 2,000 by 1998.

ACTIVITIES

1. The State Library's Public Library Consultants will meet with parish and municipal library boards to encourage their study of staffing ratios and assist in the preparation of long-range plans to increase staffing.

2. The State Library's Library Development Division will publish articles in its quarterly newsletter, *Insights*, on adequate staffing and strategies for attaining them.

3. Adequate staffing ratios will be a discussion topic for the State Library's annual Library Administrators' Conference and statewide library trustee workshops.

EVALUATION

The Public Libraries In Louisiana Statistical Report will be examined annually to determine the extent to which the understaffed libraries provide staff levels compared to the standard.

STANDARD

A public library shall provide a book collection based on the following scale:

| Population Served | Adequate | Superior |
|---|---|---|
| Under 5,000 | 15,000 | 20,000 |
| 5,000 - 14,999 | 2 pc, 15,000 min. | 4 pc |
| 15,000 - 24,999 | 2 pc | 4 pc |
| 25,000 - 49,999 | 2 pc | 4 pc |
| 50,000 - 99,999 | 2 pc | 4 pc |
| 100,000 - 499,999 | 1.5 pc, 200,000 min. | 3 pc, 400,000 min. |
| 500,000 and over | 1.5 pc | 2.5 pc |

This scale shall be used as standards for branch library and parish wide totals. Astatewide ratio shall be examined.

The State Library will continue to distribute funds, when available, to those libraries which have met the minimum standard, because continued enhancement of collections at or near minimum standard levels will accrue even greater benefit to library users by adding fresh materials and newer reference sources.

SOURCE

Standards for Public Libraries in Louisiana (Baton Rouge PLS, Louisiana Library Association, 1987) p.7.

STATUS/NEEDS

As of 1992 forty-eight of 64 parish and municipal libraries exceeded the minimum standard established for the size of the community they serve. Twenty-five percent (16 of 64 libraries) did not meet the minimum standard, thus a need exists to increase these collections to the recommended minimum per capita level or above.

The list that follows is of books per capita by parish, grouped according to suggested standards for population served.

For libraries serving a population under 5,000, 15,000 volumes are considered adequate and 20,000 superior. For libraries serving from 5,000 to 14,999 people, two volumes per capita (15,000 minimum) are considered adequate and four per capita superior. For libraries serving from 15,000 to 24,999 people, two volumes per capita are considered adequate and four per capita superior. The figures below are the books owned, per capita, for each library.

| 5,000 to 14,999 | |
|---|---|
| (Adequate or Above) | |
| Red River | 2.23 |
| West Carroll | 2.24 |
| East Carroll | 2.64 |
| Jennings | 2.97 |
| Madison | 3.01 |
| LaSalle | 3.29 |
| Catahoula | 3.55 |
| Tensas | 3.63 |
| Cameron | 4.08 |
| Caldwell | 4.12 |
| Morgan City | 4.31 |

| 15,000 to 24,999 | |
|---|---|
| Assumption | 1.44 |
| (Adequate or Above) | |
| Union | 2.48 |
| Franklin | 2.52 |
| Pointe Coupee | 2.65 |
| Claiborne | 2.79 |
| West Baton Rouge | 3.03 |
| Concordia | 2.90 |
| St. James | 3.12 |
| Grant | 3.17 |
| Richland | 3.24 |
| Sabine | 3.53 |
| Bienville | 3.62 |
| Jackson | 3.62 |
| Allen | 4.09 |
| Winn | 5.04 |

For libraries serving from 25,000 to 49,999 people, two volumes per capita are considered adequate and four per capita superior.

| | |
|---|---|
| Natchitoches | 1.45 |
| Avoyelles | 1.78 |
| Beauregard | 1.79 |
| Morehouse | 1.81 |
| Lincoln | 1.93 |
| St. Martin | 1.98 |
| (Adequate or Above) | |
| Audubon Regional | 2.00 |
| Webster | 2.02 |
| Jefferson Davis | 2.06 |
| Washington | 2.30 |
| Evangeline | 2.79 |
| DeSoto | 2.84 |
| St. John | 3.15 |
| St. Charles | 3.72 |
| Plaquemines | 4.05 |
| Iberville | 4.24 |

For libraries serving from 50,000 to 99,999 people, two volumes per capita are considered adequate and four per capita superior.

| | |
|---|---|
| St. Bernard | .92 |
| Opelousas-Eunice | 1.10 |
| Lafourche | 1.26 |
| Bossier | 1.46 |
| Tangipahoa | 1.54 |
| Livingston | 1.61 |
| Vernon | 1.73 |
| Ascension | 1.76 |
| Terrebonne | 1.85 |
| (Adequate or Above) | |
| Acadia | 2.21 |
| Vermilion | 2.31 |
| Iberia | 2.47 |
| St. Mary | 2.96 |

For libraries serving from 100,000 to 499,999 people, 1.5 volumes per capita (200,000 minimum) are considered adequate and three per capita (400,000 minimum) are considered superior.

| (Adequate or Above) | |
|---|---|
| Jefferson | 1.66 |
| Calcasieu | 1.74 |
| Orleans | 1.83 |
| Ouachita | 1.90 |
| Caddo | 2.06 |
| St. Tammany | 2.21 |
| East Baton Rouge | 2.31 |
| Rapides | 2.42 |
| Lafayette | 2.75 |

**OBJECTIVE**

Bring 12 of 24 collections identified as deficient in number up to or above the standards for population served by 1998.

**ACTIVITIES**

1. The State Library will encourage and assist the Louisiana Legislative Network, public library directors and boards in their effort to bring the need for increased state aid to support the purchase of library materials, to the attention of the state legislature and Louisiana's citizens.

2. The State Library will encourage and assist public library directors and boards in their effort to increase local funding for books and other library materials and equipment.

3. The State Library, through its Public Library Consultants, will encourage, support and advise public library administrators in their effort to tap alternate funding sources and generate additional monies for the purchase of library materials.

4. The State Library of Louisiana shall continue to distribute, when available, state aid and LSCA Title I funds when adequate to public libraries for the purchase of library materials.

**EVALUATION**

Evaluation will be based upon the extent to which the collections of those identified libraries are increased or exceed recommended minimum standard of books per capita by 1998.

**STANDARD**

Each library shall have a written statement of policy covering collection development, including the selection, maintenance, and weeding of book and non-book materials. This policy statement shall incorporate a section on intellectual freedom.

**STATUS/NEEDS**

According to a 1993 State Library survey of Louisiana public libraries, twenty-three out of sixty-four library systems had neither written nor adopted materials selection or weeding policies.

**OBJECTIVE**

Assist in the adoption of book selection policies in all 64 library systems by 1998, to improve the quality of collection development practicies.

**ACTIVITIES**

1. The State Library will, through continuing education workshops and administrative librarian meetings, provide instruction in developing these policies and assistance in reviewing policies currently in practice.

2. The Public Library Consultants, during their on-site visits, may examine the written policies and evaluate the collections and provide guidance in identifying collection areas needing building or weeding.

3. The State Librarian will conduct a new survey concerning written book selection policies.

**EVALUATION**

The evaluation will be based upon increased circulation and shelf space, and the increased efficacy of searching for desired materials. The use of weeding practices and the adoption of written selection and weeding policies will be surveyed eighteen months after conducting a program addressing these practices and policies.

STANDARD

Non-print materials shall be acquired, organized, and made available by the Audiovisual Resource Center. These materials shall be provided as extensively as the limits of availability, usefulness, budget, and physical arrangement will permit, and shall be funded by a minimum of 10% of the State Library's materials budget each year.

Audiovisual equipment shall be provided for meetings held on the premises of the State Library, as well as for use by State Library personnel at meetings held off-site.

STATUS/NEEDS

Because audiovisual materials are often beyond the financial reach of Louisiana's small and medium-sized public libraries, the State Library's audiovisual collection fills the gap. The State Library recognizes the importance of audiovisual materials and services by offering a centralized collection of 16mm films, 1/2" VHS videocassettes, audiocassettes, and compact disks available for loan to public libraries and their patrons and to state agencies and their employees. In so doing, the Audiovisual Resource Center offers materials which are suitable for children, young adults, and adults. This collection attempts to meet the needs of its users in the areas of information, culture, and recreation.

At least eight libraries have 16mm film collections which are available, to some extent, for loan to other parish libraries. At least forty-eight libraries have, or are developing, videocassette collections which are, by and large, not available for loan to other parish libraries. As of May 31, 1994, the State Library's audiovisual collection consists of approximately: (1) 16mm films - 976 titles (1,734 prints); (2) videocassettes - 2,510 titles (3,626 prints); (3) audiocassettes and compact disks - 898 titles (1,327 prints); and (4) multimedia - 5 titles.

Louisiana has not adopted measurable standards by which need can be determined.

OBJECTIVE

Improve the quality and quantity of the audiovisual collection (16mm films, videocassettes, audiocassettes, and compact disks) and make these materials available for public library programming and for loan to the general public (via interlibrary loan through the public libraries), state agencies, and state employees.

ACTIVITIES

1. The State Library will continue to build its audiovisual collection, with particular emphasis on children's 16mm films, videocassettes on a wide variety of subjects (classic films, the arts, travel, nature, history, literacy, how-to, etc.), audiocassettes of instructional titles and books on cassette, and classical and Louisiana music on compact disks.

2. The State Library will attempt to provide public libraries with continuing education programs, workshops, and printed guidelines to assist in policy formulation, selection, evaluation, and care and maintenance of audiovisual materials.

3. The State Library will encourage the use of its collection of videos for public library in-house programs.

4. The State Library will continue to develop its collection of videocassettes on literacy to help carry out the State Library's programs for support of the literacy effort in the state.

5. The State Library will develop a closed-captioned videocassette collection.

6. The State Library will continue to develop its audio collection of classical and Louisiana music on compact discs.

EVALUATION

Evaluation will be based upon the extent to which the State Library is able to:

1. expand its collection;

2. provide assistance to public libraries in policy formulation, selection, evaluation, and care and maintenance of audiovisual materials;

3. meet demand for in-house library programs using the video collection; and

4. meet demand for a closed-captioned videocassette collection.

**STANDARD**

The Library Director shall be certified by the State Library of Louisiana Board of Library Examiners, except for individuals who have been Library Director for less than twenty-four (24) months and Directors who are working toward certification by pursuing a Master's degree in library science from a library school program accredited by the American Library Association.

**STATUS/NEED**

The criteria for Louisiana certification include: (1) a master's degree from an American Library Association accredited library school and (2) successful completion of the State Board of Examiners library administrators examination. Of Louisiana's sixty-five public library directors, forty-five (45) have Executive Certificates, ten (10) of the remainder have Master's degrees from accredited library schools and are eligible for certification, and ten (10) are not eligible.

There is one vacancy in the director ranks at this writing.

**OBJECTIVES**

1. Encourage those ten directors eligible to obtain State Board certification by 1998.
2. Encourage the ten ineligible administrators to (1) complete an advanced accredited library science degree and (2) obtain board certification.
3. Encourage Library Boards to hire certified or certifiable library administrators when vacancies occur.

**ACTIVITIES**

1. Provide directors eligible for certification with Board exam preparation assistance through consultation and provision of continuing education courses, administrative workshops and library administrators meetings.
2. Provide acting directors with assistance in improving their library and administrative skills through consultation and provision of continuing education courses, administrative workshops and library administrators meetings.
3. The State Library's Public Library Consultants may provide Library Boards with assistance in locating prospective library director candidates and with guidelines for directors.

**EVALUATION**

Evaluation will be based upon the increased number of library administrators holding state board certification.

**STANDARD**

Output measures and the planning process may be used by any local library in conjunction with input measures to determine local goals and objectives and to assist in allocation of resources.

**SOURCE**

Standards for Public Libraries in Louisiana (Baton Rouge: Public Library Standards Committee, Louisiana Library Association, 1987) p.1.

**STATUS/NEEDS**

With the assistance of eighteen parish libraries, the State Library's Library Development Division conducted a two year pilot program to (1) acquaint librarians with the use of output measures and to (2) examine the validity of the measures as service performance evaluation tools. According to a recent (1992) administrative survey, about one half of Louisiana's public libraries are without written goals and objectives. The collection and analysis of output measures data is a first step to the development of service goals and objectives.

**OBJECTIVE**

Use output measures in the Public Libraries in Louisiana Statistical Report to evaluate public library service and to assist in the development of long-range plans and objectives for service improvement. Conduct one statewide workshop on data gathering and analysis, and five regional workshops on data gathering analysis in the promotion of output measures by 1998.

**ACTIVITIES**

1. Workshops and/or Administrative Librarians' Conference programs have been and will continue to be presented to train librarians in the collection and analysis of output measure data, and in its utilization as a service planning tool.

2. Data collected and findings made will be shared with public librarians through mailings and future Administrative Librarians' Conference.

3. *Insights* will feature data analysis articles at least twice annually through 1998.

**EVALUATION**

Evaluation will be based on the adoption of output measures as a standard evaluative library practice.

EXTEND AND IMPROVE LIBRARY SERVICES TO AREAS OF THE STATE IN WHICH SERVICES ARE INADEQUATE

GOAL III-B

TO STRENGTHEN THE STATEWIDE PUBLIC LIBRARY SYSTEM THROUGH NETWORKS OF ELECTRONIC INFORMATION, SUCH AS THE INTERNET; AND TO ANNUALLY TRAIN AT LEAST 100 LIBRARIANS AND STAFF IN THE USE OF THESE TOOLS IN EACH OF THE NEXT THREE YEARS.

STATUS/NEED

In Louisiana, the large metropolitan libraries in densely populated areas offer in-depth electronic service, enjoying cost effectiveness by virture of their size. Generally, in smaller, more rural areas, public libraries are able to provide limited electronic access to information.

OBJECTIVES

1. The State Library will conduct surveys bi-annually to determine the extent and use of technology in delivering service.

2. Staff training on the Internet and other technologies will take place annually, coordinated by the State Library at semiannual administrative conferences, or at special continuing education workshops, statewide and regional, also numbering at least one annually in reach of all library staff.

ACTIVITIES

1. Plan each conference and other workshops with technology in mind.

2. Develop state library's collection of pertinent literature on the topic.

3. Public library consultants will monitor progress among staff in the local libraries.

EVALUATION

Results of surveys and field visits will be published in *Communique'* or *Insights* biannually. Each and every conference and workshop will include evaluations.

**EXTEND AND IMPROVE LIBRARY SERVICES TO AREAS OF THE STATE IN WHICH SERVICES ARE INADEQUATE**

**GOAL III-C** TO STRENGTHEN THE STATEWIDE PUBLIC LIBRARY SYSTEM BY PROVIDING AND DISPLAYING EDUCATIONAL MATERIALS, AND CONDUCTING COMMUNITY-WIDE PROGRAMS AIMED AT PREVENTING AND ELIMINATING DRUG ABUSE.

**STATUS/NEED** This is a new area of responsibility that cannot be addressed until additional funding can be located and additional personnel hired.

Public libraries currently provide educational materials in various formats about drugs and the problems associated with drug abuse. Library Development will continue to work with libraries suggesting programs and community agencies that can assist in this effort on an informal basis during field visits.

**OBJECTIVES** Not applicable.

**ACTIVITIES** Not applicable.

**EVALUATION** Not applicable.

## EXTEND AND IMPROVE LIBRARY SERVICES TO AREAS OF THE STATE IN WHICH SERVICES ARE INADEQUATE

GOAL III-D

TO STRENGTHEN THE STATEWIDE PUBLIC LIBRARY SYSTEM BY ASSISTING LIBRARIES IN PROVIDING MOBILE LIBRARY SERVICES TO, VISITS TO, OR PARTNERSHIPS WITH, CHILD-CARE PROVIDERS OR CHILD-CARE CENTERS IN EACH OF THE GEOGRAPHIC AREAS OF THE SIXTY-FIVE SYSTEMS OF THE STATE BY 1998.

STATUS/NEED

Public libraries in Louisiana as a whole have generally provided adequate library service to children. Over the past ten years the State Library's statewide summer reading program has gained momentum and national attention by receiving the John Cotton Dana Award on two occasions. Statewide service has successfully focused on children. Over 90,000 children participate in the Summer Reading Program.

In most parishes, librarians visit day care centers and schools to work with providers and teachers to present programs and introduce children to public library service. Thirty-one parishes have mobile library services, many of which make regular visits to child-care centers to work with the children and the child-care providers.

OBJECTIVES

1. Continue to urge parish libraries to work closely with children in day-care centers and with child-care providers, as well as teachers in schools.

2. Suggest that libraries provide children's programming at the library and invite children from local child-care agencies and schools.

3. Suggest that local libraries partner with day-care providers and local agencies that serve children, with family literacy programs as a possibility.

ACTIVITIES

Public library consultants will work closely with local parish librarians while making filed visits. Reports and news items that encourage visits will be published in *Communique'*.

EVALUATION

The narrative section of the monthly reports turned in by parish libraries will be reviewed to see if there is an increase in activities with child-care centers and child-care providers, and public library consultants will make follow-up visits to libraries which have such programs to see how effective they were.

## EXTEND AND IMPROVE LIBRARY SERVICES TO URBAN AND RURAL AREAS WITH HIGH CONCENTRATIONS OF LOW-INCOME FAMILIES

**GOAL IV-A** TO STRENGTHEN THE STATEWIDE PUBLIC LIBRARY SYSTEM BY EXTENDING AND IMPROVING ACCESS TO LIBRARY RESOURCES AND INFORMATION SERVICES TO LOW-INCOME FAMILIES IN URBAN AND RURAL AREAS. ESTABLISH FREE ONLINE SERVICE VIA THE INTERNET IN 65 PUBLIC LIBRARY SYSTEMS BY 1998.

**STATUS/NEEDS**

Poverty and illiteracy often go hand-in-hand, and thus it is in Louisiana. States in Profile: The State Policy Reference Book (State Policy Research, Inc., 1992) shows that our state with 23.6% of its population living in poverty, hosts a larger percentage of poor than any other state except Mississippi. (The national average of the population in poverty is 13.1%.)

Louisiana has the country's highest illiteracy rate, 16% of the adult population.

Much of the state is still rural. Only in a third of the state's parishes do the majority of people live in urban areas. Each of Louisiana's sixty-four parishes has an established library system, with provision for serving urban and rural areas. Geographic access to public library service is adequate for all Louisiana citizens.

**OBJECTIVES**

1. Facilitate installation of Online stations for free Internet access at sixty-five (65) public library system sites in the state by 1998.

2. Plan, develop, maintain, expand and promote intergenerational literacy programs in thirty (30) public library systems by 1998.

**ACTIVITIES**

1. The State Library will work with the Office of Telecommunications, Louisiana State University Office of Computing Services, LSU's School of Library and Information Science, and other to train library staff and implement the electronic network.

2. The State Library will promote grantwriting to develop, maintain, or expand programs or projects for the undereducated adults, at least one such program biannually until 1998.

3. The State Library will provide one continuing education program or workshop annually to assist public librarians in the development of services to the disadvantaged.

**EVALUATION** Evaluation will be based upon the extent to which (1) programs for the disadvantaged and the illiterate are developed, maintained, expanded and

promoted, (2) the development of continuing education programs and (3) interagency planning and promotion of an electronic network that levels the playing field for the disadvantaged and illiterate library user.

## EXTEND AND IMPROVE LIBRARY SERVICES TO COMBAT ILLITERACY

**GOAL IV-B** TO PROVIDE LEADERSHIP FOR AND PROMOTE LITERACY PROGRAMS FOR THE UNDEREDUCATED ADULT THROUGH INVOLVEMENT IN AT LEAST TWO REGIONAL OR STATEWIDE LITERACY ORGANIZATIONS, THROUGH GRANTWRITING ASSISTANCE TO TEN LOCAL LIBRARIES AND THROUGH DEVELOPMENT OF THE LITERACY RESOURCE COLLECTION BY 200 ITEMS ANNUALLY THROUGH 1998.

**STATUS/NEED**

According to States in Profile: The State Policy Reference Book (State Policy Research, Inc., 1992), Louisiana has the country's highest illiteracy rate, 16% of the adult population.

The challenge to encourage and assist these individuals in obtaining their educational potential is immense. It is essential that the opportunity to learn to read be provided them.

Louisiana's State and public libraries have a history of cooperating with educational and community organizations and groups to promote, enrich and provide learning opportunities for our undereducated adults. These opportunities include intergenerational library services.

In 1990, the newly formed Office of Literacy, now called the Office of Lifelong Learning, in the State government created a Literacy Resource Guide that listed various agencies cooperating to reduce illiteracy. The agency most prevalent in the survey of all parish literacy providers was the public library. The State Library followed with another survey in 1992, and published the results in *Literacy Activities in Louisiana Public Libraries*. Our public libraries serve as referral agents to many local education programs, and as the instructional center for still more.

Since 1986, five grants to the State Library have provided tutor training sessions, specialized materials, computer and AV equipment, and personnel. This has also enabled the State Library to promote grant seeking by parish libraries, and almost $1,000,000 of funding has improved literacy services in libraries throughout the state.

The State Library's Literacy Coordinator position lasted only one year, but had a major impact by disseminating information on literacy materials, services, funding, and networking. The State Library is affiliated with the Louisiana Coalition for Literacy, the Capitol Area Literacy Coalition, the State Literacy Resource Center, and the Louisiana Association for Public Community and Adult Education; indeed, representatives from the State Library are officers and committee chairs within the organizations. The Associate State Librarian is a published author on the topic of literacy.

OBJECTIVES

1. Promote continued interagency cooperative planning and implementation of literacy programs by participation in at least two regional or statewide organizations on an ongoing basis through 1998.

2. Continue to expand the State Library's resources (listed in the Catalogue of Adult Literacy Materials) by 200 items annually and promote circulation to public libraries for use by adult basic education classes and the undereducated adults throughout Louisiana.

3. Promote continued cooperation between local Adult Education Programs and parish libraries in at least ten (10) parishes, including assistance with grantwriting and partnerships that facilitate grantwriting.

ACTIVITIES

1. The State Library will plan and promote with other agencies, organizations or groups, the development, maintenance or expansion of literacy programs for undereducated adults including intergenerational library services.

2. The State Library will continue to build its collection of literacy instruction and support materials.

3. The State Library will print and distribute the Catalogue of Adult Literacy Materials, made freely available to libraries, adult education supervisors and teachers.

4. When available, the State Library will award subgrants to develop, maintain or expand literacy programs or projects for the undereducated adult.

EVALUATION

Evaluation will be based upon the extent to which (1) literacy programs or projects for the undereducated adults are developed or expanded, (2) the continued growth and circulation of the literacy resource collection of literacy instruction and support materials, (3) the publication and distribution of its Catalogue, and (4) interagency planning and promotion of literacy programs occur.

EXTEND AND IMPROVE LIBRARY SERVICES TO COMBAT ILLITERACY

GOAL IV-C — TO PROVIDE FOR THE ESTABLISHMENT AND SUPPORT OF MODEL LIBRARY LITERACY CENTERS.

STATUS/NEED — The groundwork of the last several years includes the collection of numerous books, media, and computer programs that are a clearinghouse of information at the State Library, and are preparation for new programs. This collection has the potential to be instrumental in the establishment and support of model literacy centers. Furthermore, new programs that have the potential for replication are under way in the state.

OBJECTIVES — The State Library will be involved in local, regional and statewide coalitions and organizations in order to keep abreast of new programs.

The State Library will monitor, where possible, the actual programs and determine their value for other library settings, and determine whether the existing programs can act as models for new programs.

The State Library will create or secure procedural documentation on how programs can be established and supported.

ACTIVITIES — State Library staff, especially the Literacy Coordinator, shall keep abreast of organizational activity throughout the state.

EVALUATION — Surveys and informal study of progress shall be undertaken to determine where model programs are, how they can be replicated, where they can be replicated.

## IMPROVE LIBRARY SERVICES TO THE BLIND AND PHYSICALLY HANDICAPPED

GOAL V-A

TO STRENGTHEN THE STATEWIDE LIBRARY SYSTEM IN ORDER TO MEET THE SPECIALIZED NEEDS OF LOUISIANIANS WHO ARE BLIND OR PHYSICALLY HANDICAPPED BY INSURING ACCESS, AVAILABILITY AND DELIVERY OF SPECIALLY FORMATTED LIBRARY AND INFORMATION MATERIALS AND PROMOTING LIBRARY PROGRAMS TO INCLUDE THE BLIND OR PHYSICALLY HANDICAPPED.

STATUS/NEEDS

The National Library Service for the Blind and Physically Handicapped (NLS) estimates that 1.4% of the general population needs specially formatted library materials because of visual or physical limitations. At the present, 7,691 Louisianians or 13% of the 58,800 eligible readers are being served by the Louisiana State Library's Section for the Blind and Physically Handicapped (SBPH). There is a need to promote services to other blind and physically handicapped citizens.

Circulation at SBPH is now meeting the demands of readers. There is a need to maintain this circulation.

OBJECTIVE

1. Increase public awareness of library service programs for the blind and physically handicapped with the purpose of reaching all potential readers and promoting public support.

ACTIVITIES

1. Speak at local civic organizations about the services provided by SBPH.
2. Attend meetings of state associations for the blind and physically handicapped.
3. Speak to Special Education and Library Information Science classes about the reading materials and equipment SBPH provides for visually handicapped children and adults.

EVALUATION

Evaluation will be based upon the increase in new readers in the state and the increase due to information to the elderly.

OBJECTIVE

2. Maintain high circulation level of reading materials while increasing readership.

ACTIVITIES

1. Upgrade automated circulation equipment and software for more efficient circulation of materials.

2. Upgrade duplication equipment to produce better quality copies of popular cassette books.

3. Supply players for recorded books for the blind.

4. Promote Summer Reading Program for Children with Special Education Teachers and State Associations for the blind and physically handicapped.

5. Purchase additional large print titles to improve quality and quantity of State Library materials.

EVALUATION

Evaluation will be based upon circulation statistics remaining at current book per reader level while readership increases.

OBJECTIVE

3. Provide more direct contact with users of the library services in order to resolve any problems encountered with the services and to make the reader advisors and the library's collection easily accessible.

ACTIVITIES

1. Publish and distribute a supplement to the catalog of large print materials.

2. Develop a patron handbook for new readers.

3. Contact by phone each new reader to introduce the reader to the library service.

4. Contact by letter each reader who has not ordered a book in the past six months.

5. Continue a quarterly newsletter in large print, braille and on cassette. Maintain a free "800" watts line number with an answering machine to encourage readers to contact the library if any problems are encountered with the service.

EVALUATION

Evaluation will be based on lowering the percentage of readers canceling the library service in the coming year.

## IMPROVE LIBRARY SERVICES TO THE HANDICAPPED

| | |
|---|---|
| GOAL V-B | TO STRENGTHEN THE STATEWIDE LIBRARY SYSTEM IN ORDER TO MEET THE SPECIALIZED NEEDS OF LOUISIANIANS WHO ARE HANDICAPPED, BY INSURING ACCESS, AVAILABILITY AND DELIVERY OF LIBRARY AND INFORMATION MATERIALS TO INCLUDE THE HANDICAPPED. |
| STATUS/NEEDS | The State Library of Louisiana recognizes that many residents of Louisiana are limited in their ability to use traditional library services and collections due to various physical disabilities and health impairments. Funding is provided to meet these needs through programs in Goal IV and Goal V-A. Further assessment is needed before a separate program is initiated. |
| OBJECTIVES | Not Applicable. |
| ACTIVITIES | Not Applicable. |
| EVALUATION | Not Applicable. |

## ESTABLISH A PROGRAM OF LIBRARY SERVICES FOR THE RESIDENTS OF STATE SUPPORTED INSTITUTIONS

**GOAL VI** TO ESTABLISH A LIBRARY SERVICE PROGRAM FOR THE RESIDENTS OF STATE SUPPORTED INSTITUTIONS.

**STATUS/NEEDS**

The State Library of Louisiana cooperates with state agencies in establishing and partially funding, through LSCA Title I monies, two year pilot programs to provide library service with emphasis on technology and literacy for the residents, patients, and inmates of state health, hospitals, and correctional institutions. Since 1968, twenty-three new libraries have been created, and the collections of ten established institutional libraries have been broadened and expanded through the Cooperative Endeavor Agreements.

These programs serve an institutionalized population of 17,040 located in eight residential schools for the developmentally disabled, one geriatric, chronic disease and rehabilitation hospital, one adolescent substance abuse hospital, four mental health hospitals, four juvenile correctional institutions and 10 adult correctional institutions. The six remaining institutions lacking library service serve a combined population of 1,145.

**OBJECTIVE**

1. Conduct and partially fund one institution library service project each year to develop a new library or broaden and expand an existing program with emphasis on technology and literacy.

**ACTIVITIES**

1. Consultant and supervisory services will be provided during the pilot program. Thereafter, consultant services will be provided on a continuing basis.
2. Furniture, equipment and library materials will be selected and purchased as needed for the pilot program.
3. The pilot library's collection and service program may be supplemented with books, periodicals, recordings, 16mm films and videocassette borrowed through interlibrary loan.
4. Upon the program's conclusion, ownership of all library materials, furniture and equipment purchased for the library shall be transferred to its institution.

OBJECTIVE 2. Conduct a minimum of one annual on-site consultative visit each year to the thirty-four existing state residential facilities, including those with and without library service programs, to determine the need for continued support, promotion, maintenance and expansion of library service in state supported institutions.

ACTIVITIES Conduct, by 1998, a survey of state institutional library services, compare with existing national standards. Prepare a written report of the results for governing agencies. Formulate with governing agencies plans for systematic support, maintenance and expansion of library service programs.

EVALUATION Evaluation will be based on the number of on-site consultative visits made to the state supported residential facilities in Louisiana.

Louisiana Institutional Population
Lacking Library Service (5)
As of June, 1994

| NAME | TYPE | POPULATION |
|---|---|---|
| Avoyelles Correctional Center | Adult | 600 |
| Columbia State School | Mental Retardation | 32 |
| Louisiana War Veterans Home | Adult | 236 |
| New Orleans Adolescent/ Children's Hospital | Emotionally Disturbed | 75 |
| New Orleans Home and Rehabilitation Center | Adult | 202 |
| | TOTAL | 1,145 |

## STRENGTHEN THE CAPACITY OF THE STATE LIBRARY ADMINISTRATIVE AGENCY

GOAL VII — TO STRENGTHEN THE CAPACITY OF THE STATE LIBRARY ADMINISTRATIVE AGENCY

STATUS/NEEDS

Materials

Strengthening the capacity of the State Library of Louisiana administrative agencies for meeting the needs of the people of the state by providing a central collection of materials from which all public libraries may borrow, thus vastly increasing their opportunity for adequate service to users. There is a need to maintain and significantly expand the State Library's collection of materials, a major resource for all of Louisiana's libraries.

As noted, a central collection of materials in all subject areas is an important resource which reduces both cost and duplication. This is also true of specialized materials such as those in the Louisiana collection of the State Library. Materials written by Louisianians and/or about Louisiana are of great use to scholars and researchers throughout the state and nation. The full depository status of the State Library for state documents makes it a primary source for other libraries in the discovery and use of political, economic, and other social data. There is a need to maintain and expand this unique collection for library users statewide.

The State Library provides the primary central collection of 16mm films and videos used by civic, business, and youth groups and clubs throughout Louisiana. Local public libraries use catalogs published by the State Library to arrange for advance booking. In addition, audio cassettes not likely to be available locally are supplied.

The Library of Congress National Library Service for the Blind provides brailled and recorded materials for storage and circulation from a central facility at the State Library. These materials are distributed to thousands of Louisiana's blind or physically handicapped readers directly. The collection must be maintained and continually reviewed for freshness and relevance, since these books are often the primary link with the outside world for many of these special readers. Since the Department of Health and Human Services has ceased to supply players for recorded books for the blind, the State Library has assumed this function as well.

Facilities

One major detriment to the success of Louisiana public library service is the poor condition and inadequate size, design and location of many library facilities. A recent statewide survey of library administrators revealed keen interest in the construction of new local library headquarters and branches, and in the expansion and renovation of older facilities. This interest has, within the past three years,

also been demonstrated by the number of letters of intent and applications submitted to the State Library for LSCA Title II construction grants.

A serious and growing concern is the need for additional space to house the collections of the State Library. Built in 1958 to house 360,000 volumes, the present facility is jammed with over 700,000 volumes. Every means to deter the inevitable has been taken; compression, raising shelving height, conversion to microform, utilization of every available storage space, and extensive deselection of lesser used materials. The State has been requested to expand this facility every year since 1981. It has now authorized planning funds for a building expansion to be designed and ready for construction to begin in early 1995.

In order to manage its collections more efficiently, the State Library installed the Gaylord GALAXY automated integrated library system in fall 1991. An online public access catalog and circulation system are the first modules implemented. During 1993, the system was expanded from 16 to 24 ports, dial access to the OPAC has been made available to state agencies, and an acquisitions module will be added.

Continuing Education

State law mandates that Louisiana public library directors be "certified" by a state board of library examiners. Nevertheless, several directors of mostly rural parish library systems are not eligible for certification, primarily due to their lack of library education and training. Other library directors and staffs find it difficult to maintain professional currency and technical competence without the benefit of planned, professionally conducted training programs and workshops.

Paraprofessional and other library staff members involved in direct service to the library user must be skilled in areas such as reference, interlibrary loan, problem-patron management, cataloging, and a myriad of other library related tasks. Workshops for this group of staff members have been very successful over the past several years and evaluations indicate a desire for more.

Public library trustees in Louisiana have had little opportunity to learn about their roles and responsibilities. The State Library sponsored American Library Trustee Association Workshop in Library Leadership is a good example of workshop effectiveness and Trustee response. More such learning experiences must be provided to enable trustees to discharge their responsibilities effectively.

Cataloging

The development of CD-ROM and other optical systems for the inexpensive storage of large data bases has rendered the need for a centralized processing center obsolete. Commercial products are now available which make on-site cataloging cheaper than the centralized product.

The new cataloging system will permit the continuation of high standard, uniform cataloging. A specialized cataloging unit for those libraries needing assistance with difficult materials has been established.

Consulting

Much of the close cooperation that exists between the State Library and the State's public libraries is attributable to the consulting staff of the Library Development Division. Public librarians have come to depend on these well trained specialists for help in such diverse areas as assessing community needs, developing programs, planning tax elections, designing in-service training, evaluating LSCA project applications, organizing service to special groups, promoting children's services and preparing for library automation. The consultants give cohesiveness and continuity to the statewide library system. The need to provide consultative services, especially to the smaller, rural public library, will continue. There is also a need to expand the number of consultants available, in order to amass an extensive pool of competencies from which libraries can draw, and to provide direct personal visits to each library site more often than once each year. An automation consultant is now being provided through the Library Operations Division. These and other efforts must be continued and expanded to provide appropriate learning experiences so that trustees and professional/nonprofessional staff members (in all libraries, including the State Library) may enhance their job knowledge, skills, and abilities, and improve library services to users. Areas such as automation, LSCA regulations, tax election strategies, personnel management, library construction, and many others are important topics for consideration in the development of a comprehensive continuing education program by the State Library.

The State Library, in cooperation with other agencies capable of research, such as the Louisiana State University School of Library and Information Science, and in contracts with professional consultants, should proceed with appropriate studies and research projects to chart directions for long range planning and implementation.

Public Awareness

Informal surveys of Louisiana citizens reveal that many neither know the location of the public library nearest them, nor can they identify more than two or three of the library's services. It seems pointless to build fine library facilities stocked with fresh and substantive information and accompanied by a myriad of services if the target user is largely unaware that it all exists. Many libraries seem to lack the resources or the knowledge to develop effective public relations programs.

The State Library of Louisiana has developed statewide travelling exhibits (a Huey Long photobiography and a history of Louisiana's constitutions), "themed" statewide reading programs, and other projects to raise awareness and interest in

libraries. However, a much more formal planned program of public relations/information dissemination is indicated. Obviously it must be centralized, appropriately staffed and funded, and professionally managed to be effective and economical. The capacity of the State Library to develop a broad program to educate users and non-users about library services and to encourage and promote communication between libraries must be strengthened. One step in this direction is the State Library's recent creation of the Louisiana Center for the Book. Through its programs, the Louisiana Center for the Book will echo the Library of Congress mission to demonstrate and emphasize the importance of books, reading, and libraries to our citizens. As a State Center, Louisiana will be able to utilize the authority of the name of the Library of Congress and its expertise in designing library promotional materials and programs.

Studies-Surveys

The problems of space limitations in existing facilities and personnel shortages have converged with the new opportunities offered libraries through technological developments to create in Louisiana's public libraries a heightened interest in automation. Several are experimenting with "integrated systems," and others are seeking to automate one or more basic functions. The State Library has implemented the nation's first statewide networking plan based on laser disc technology which permits extensive resource sharing at less cost and greater efficiency than previously possible. This system is called LAsernet.

Louisiana's public libraries are just now beginning to use the new performance measurements for a clearer view of library use. The Louisiana conferences preceding the 1991 White House Conference gathered data and provided substantive recommendations for library service improvement. They were, in effect, "surveys" of general public and professional librarian opinion. These recommendations are now being shaped into specific action plans through a series of legislative hearings and other means. Now that the White House Conference has concluded the essential remaining challenge is to implement strategies to meet the needs expressed by the participants in this process. Nevertheless, the State Library will continue to conduct less formal surveys related to areas of public library service. Specific areas which need greater documentation and precision in expressing need include the use of performance measurement in libraries, library automation, especially resource sharing and internal systems, continuing education program topics and delivery, public relations, and fiscal management, including the determination of appropriate taxing, staffing and salary levels.

OBJECTIVES

1. Provide a comprehensive collection of materials in varying formats to meet the State Library's role as a central resource for libraries and library users in Louisiana.

2. Provide opportunities for professional and job-related growth to library staffs, trustees and librarians through training programs.

3. Conduct appropriate studies, surveys, and research projects in areas such as assessing the library needs of the public, automation, and other emerging issues, and incorporate the results into the long-range planning process.

4. Develop a statewide, comprehensive, continuing public information/public relations program.

5. Seek affiliation with the Library of Congress Center for the Book for a Louisiana Center for the purpose of developing programs to stimulate the public's appreciation of books, reading and library services.

6. Continue such cooperative programs as LAsernet to reduce local library costs and enhance service effectiveness.

7. Provide consultative services to public libraries for the identification and achievement of improved library services and facilities.

ACTIVITIES

1. Maintain the general collection of monographs and serials.

2. Add approximately 12,000 volumes per year.

3. Maintain and expand the Louisiana special collection by 1,500 volumes.

4. Continue the publication of the LAsernet database twice annually.

5. Explore GALAXY expansion to 30 ports and add acquisitions module.

6. Maintain a collection of 1,866 - 16mm films and 3,782 videos.

7. Maintain a collection of 1,207 cassettes and CD's.

8. Add hundreds of titles to the instructional video collection.

9. Publish appropriate catalogs and bibliographies of State Library holdings.

10. Provide workshops and training sessions for library staff, librarians, trustees, and State Library staff.

11. Publish a State Library newsletter and a list of continuing education opportunities in the Southwest and Southeast Regions monthly.

12. Maintain and operate the State Library Specialized Cataloging Assistance Center.

13. Conduct evaluations of all State Library programs.

14. Develop and implement a state plan to promote the role and value of libraries in the educational process, and assist libraries in the implementation of local public information programs. Add one staff member for this purpose.

15. Utilize a steering committee with representation from across the State with the purpose of planning Louisiana Center for the Book activities.

16. Seek support for the Louisiana Center for the Book from business, educational, library and book communities.

17. Inaugurate the Louisiana Center for the Book with a highly visible activity.

18. Develop with the cooperation of parish libraries, statewide programs for the Louisiana Center for the Book promoting the value of books, reading and library service.

19. Improve existing library services in all parishes by increasing by 5% the advise, assistance, and consultations with public librarians and library boards.

20. Encourage local libraries to achieve state standards for library service through better management policies and procedures.

21. Encourage the development of special projects such as the Louisiana Librarians Network to meet the needs of those citizens who are either underserved or have inadequate services available.

22. Collect data and publish statistical information relative to public library use, activities, and funding annually.

23. Conduct a survey of tax election results to assist in devising strategies for successful campaigns.

24. Provide 4,000 blind or physically handicapped citizens with recorded materials and appropriate instructions for securing their use.

25. Award LSCA Title II construction and technological enhancement grants to libraries on the basis of need (adequacy of building plans), and availability of local matching funds.

26. Add 20,000 bibliographic records to LAsernet and support the OCLC statewide group access project.

27. Seek outside grant & funding opportunities in cooperation with other libraries and agencies.

**EVALUATION**

Evaluation will be based on the extent to which (1) a comprehensive collection of materials is maintained, expanded, and used; (2) continuing education opportunities are offered, staff participation encouraged and performance improved; (3) surveys or studies are conducted and the results used in planning; and (4) a statewide plan for public relations/information dissemination is developed.

## STRENGTHEN MAJOR URBAN RESOURCE LIBRARIES

**GOAL VIII** TO STRENGTHEN THE STATEWIDE PUBLIC LIBRARY SYSTEM VIA THE DEVELOPMENT OF THE RESOURCES AND SERVICES OF THREE DESIGNATED MAJOR RESOURCE LIBRARIES THROUGH GRANTS TO IMPROVE COLLECTIONS AND SERVICES.

**OVERVIEW** Three Louisiana libraries have successfully applied for the latest Major Urban Resource Libraries grant. East Baton Rouge Parish Library, New Orleans Public Library and Shreve Memorial Library (Caddo Parish) were so designated in 1993.

Five state criteria were used to determine the value of urban resource library collections and qualification for designation as a major resource library. To qualify as a MURL, all standards had to be met or exceeded.

**STANDARD 1.** A MURL shall have a collection of at least 200,000 volumes and be adequate to meet the demands upon it by users and other libraries throughout the regional area.

**STATUS/NEEDS**

| MURL | NUMBER OF VOLUMES |
|---|---|
| East Baton Rouge Parish Library | 900,880 |
| New Orleans Public Library | 906,712 |
| Shreve Memorial Library (Caddo Parish) | 483,958 |

**OBJECTIVE** 1. To maintain and exceed the level of adequacy and develop a collection of quality and quantity.

**ACTIVITIES** 1. Subgrants to increase the size of MURL library general collections will be awarded when appropriation for the Library Services and Construction Act exceeds $60,000,000.

**OBJECTIVE** 2. To enhance the service program to better meet the demand of local and regional users and libraries for information and materials.

**ACTIVITIES** 1. A MURL shall acquire resources and provide services to meet the identified local and regional demands.

2. A MURL shall publicize resources purchased under this program to area libraries.

EVALUATION — Evaluation will be based upon the extent to which the size of the general collection is increased at the conclusion of the grant period.

STANDARD 2. — A MURL shall provide not less than $2.00 per capita for expenditures in an effort to maintain and strengthen library resources and services.

STATUS/NEEDS

| MURL | Per Capita Expenditure |
|---|---|
| East Baton Rouge Parish Library | $ 28.58 |
| New Orleans Public Library | $ 11.75 |
| Shreve Memorial Library-Caddo | $ 12.15 |

OBJECTIVE — 3. A MURL shall meet the standard.

ACTIVITIES — Not applicable.

EVALUATION — Not Applicable.

STANDARD 3. — A MURL shall provide access to staff who are subject specialists.

STATUS/NEEDS — Louisiana's MURLs provide access to specialists in the following subject areas:

East Baton Rouge Parish Library -- Genealogy, Microfilm/Government Documents, Library Information Service, Grantsmanship, Collection Development, Young Adult Services, Juvenile Services, Business Reference, Adult Services, Large Print Materials, and Automated Services.

The New Orleans Public Library (Orleans Parish) -- Foreign Languages, Grantsmanship, Government Documents, Art and Music History, Archival Materials, Literacy, and Urban Affairs Information.

The Shreve Memorial Library (Caddo Parish) -- Government Documents, Petroleum Information, Genealogy, and Louisiana Collection.

OBJECTIVE — 4. To provide users with in-depth reference and reader's advisory assistance through access to staff who have subject specialist knowledge.

ACTIVITIES — A MURL library will seek to develop the reference and special subject skills of its staff to meet local and regional information needs through their participation in continuing education courses and in-house training.

EVALUATION — Evaluation will be based upon the extent that these libraries are able to employ and encourage the development of subject specialists.

STANDARD 4. — A MURL shall provide access to special resource collections and serials.

STATUS/NEEDS — Louisiana's MURLs have developed and provide access to the following special resource collections:

East Baton Rouge Parish Library
Annie Laurie Moody Collection
Business
Genealogy
Grantsmanship
Large Print
Louisiana
Microfilmed Periodicals
State Documents
Baton Rouge Room
Young Adult Literature

New Orleans Public Library - Orleans
City Archives
Federal and State Documents
Literacy
Louisiana
Louisiana Photographs
Periodicals
Videotapes and Films

Shreve Memorial Library - Caddo
Genealogy
Petroleum
Reference

OBJECTIVE — 5. To continue the development of established special collections and encourage the creation of others.

ACTIVITIES — A MURL shall survey its local and regional users and libraries to determine the demand for resource collections and serials.

EVALUATION — Evaluation will be based on the extent to which established collections continue to grow in quality and quantity, and in the capacity of the MURLs to provide or create service programs which meet local and regional user needs.

STANDARD 5. — A MURL shall provide user access to library materials located within the region and the state through direct service or interlibrary loan. Interlibrary loan requests shall be processed in accord with the Louisiana Interlibrary Loan Code and Procedure Manual.

| | | |
|---|---|---|
| STATUS/NEEDS | Louisiana's MURLs provide regional and statewide access to library materials through direct service and interlibrary loan. | |
| OBJECTIVE | 6. | To provide the patron with continued regional and statewide access to library materials. |
| ACTIVITIES | 1. | The State Library's Public Library Consultants will encourage public libraries to refer patrons to MURL libraries for on-site use of resources and for interlibrary loan of materials. |
| EVALUATION | Evaluation will be based upon the increased number of interlibrary loan requests directed to and the increased circulation statistics of MURL libraries. | |

## STRENGTHEN METROPOLITAN LIBRARIES WHICH SERVE AS NATIONAL OR REGIONAL RESOURCE CENTERS

| | |
|---|---|
| GOAL IX | TO STRENGTHEN THE STATEWIDE PUBLIC LIBRARY SYSTEM THROUGH THE DEVELOPMENT OF RESOURCES AND SERVICES OF A REGIONAL RESOURCE CENTER. |
| STATUS/NEEDS | Louisiana does not have metropolitan libraries which serve as national or regional resource centers. |
| OBJECTIVES | Not applicable |
| ACTIVITIES | Not applicable. |
| EVALUATION | Not applicable. |

## IMPROVE LIBRARY SERVICES TO PERSONS WITH LIMITED ENGLISH-SPEAKING ABILITY

**GOAL X**

TO PROVIDE IMPROVED ACCESS TO AND PROVISION FOR MULTICULTURAL RESOURCES SERVICES. SUCH AS FOR PERSONS WITH LIMITED ENGLISH-SPEAKING ABILITY, SURVEYING ALL PUBLIC LIBRARY SYSTEMS IN 1995, PROVIDING TRAINING ON MULTICULTURAL ISSUES BY 1996.

**STATUS/NEED**

According to the 1990 Census data, persons who do not speak English in the home are reflected in all parishes in varying degrees. But some parishes have large French cultures, and the French Cajun dialect is widely spoken in the "Acadian" parishes of South Central Louisiana. Interest in things Cajun (culture, history, cuisine, and language) and desire to preserve this heritage are in revival.

Spanish heritage is also an important historical influence and still evident culture. Asian immigrant numbers are growing, especially in the coastal parishes, where Vietnamese are active small business and fishing industry participants.

These populations often seek assistance from local public libraries to obtain language instruction materials, bilingual publications, and adult new reader texts and literature. The status of this service is improving, with foreign language grants applied for by several parishes, and granted in Assumption Parish to acquire French language materials.

The listing below shows where more than 1% of persons in any parish speak French, Spanish or Vietnamese.

| | F | S | V | | F | S | V |
|---|---|---|---|---|---|---|---|
| Acadia | 27.0 | - | - | Grant | 1.7 | - | - |
| Allen | 10.4 | 3.6 | - | Iberia | 18.1 | - | - |
| Ascension | 4.6 | 1.1 | - | Iberville | 5.2 | - | - |
| Assumption | 22.5 | - | - | Jackson | 1.2 | - | - |
| Avoyelles | 27.5 | 1.1 | - | Jefferson | 2.9 | 5.1 | - |
| Beauregard | 3.2 | 1.2 | - | Jefferson Davis | 23.3 | - | - |
| Bienville | - | - | - | Lafayette | 21.6 | 1.2 | - |
| Bossier | 1.3 | - | - | Lafourche | 25.5 | - | - |
| Caddo | - | - | - | LaSalle | - | - | - |
| Calcasieu | 9.5 | - | - | Lincoln | 1.6 | 1.0 | - |
| Caldwell | - | - | - | Livingston | 2.3 | - | - |
| Cameron | 17.9 | 1.4 | - | Madison | - | 1.2 | - |
| Catahoula | - | - | - | Morehouse | - | 1.0 | - |
| Claiborne | - | - | - | Natchitoches | 1.2 | - | - |
| Concordia | - | - | - | Orleans | 1.6 | 3.6 | 1.2 |
| DeSoto | - | - | - | Ouachita | 1.3 | 1.0 | - |
| E. Baton Rouge | - | - | - | Plaquemines | 6.1 | 1.7 | 1.3 |

| | F | S | V | | F | S | V |
|---|---|---|---|---|---|---|---|
| E. Carroll | - | - | - | Pointe Coupee | 9.5 | - | - |
| E. Feliciana | 2.3 | 1.6 | - | Rapides | 2.8 | - | - |
| Evangeline | 41.0 | - | - | Red River | - | - | - |
| Franklin | - | - | - | Richland | - | - | - |
| Sabine | - | - | - | Tensas | - | - | - |
| St. Bernard | 2.0 | 2.4 | - | Terrebonne | 16.4 | - | - |
| St. Charles | 4.0 | 2.0 | - | Union | - | - | - |
| St. Helen | 1.9 | - | - | Vermillion | 37.6 | - | - |
| St. James | 9.4 | - | - | Vernon | - | 3.8 | - |
| St. John | 3.3 | 1.9 | - | Washington | 1.2 | 1.6 | - |
| St. Landry | 25.1 | - | - | Webster | - | - | - |
| St. Martin | 38.8 | - | - | W. Baton Rouge | 4.8 | - | - |
| St. Mary | 6.6 | 1.8 | 1.3 | W. Carroll | - | 1.1 | - |
| St. Tammany | 1.8 | 1.6 | - | W. Feliciana | 4.0 | 1.8 | - |
| Tangipahoa | 1.4 | 1.0 | - | Winn | 1.3 | - | - |

OBJECTIVES

1. Determine the availability, type, and age of foreign language materials present in Louisiana's public libraries through a survey of materials by 1995.

2. Provide support resources throughout the state for users with limited English speaking ability.

ACTIVITIES

1. The State Library will continue to develop its Foreign language collection of books, magazines, and recordings, and promote their use through the publication and distribution of a revised catalog listing these holdings.

2. The State Library will compile as index to all foreign language materials collected in Louisiana's public libraries.

3. The State Library will provide parish libraries, when funds permit, subgrants to develop core collections of Cajun and other foreign language materials when a representative community has been identified as desiring them.

EVALUATION

1. Completion of indexes and publications related to foreign language materials shall be measured.

2. Assistance and support of grants for foreign language materials shall be noted.

## IMPROVE SERVICES TO SENIOR CITIZENS

**GOAL XI-A** TO STRENGTHEN THE STATEWIDE PUBLIC LIBRARY SYSTEM BY PROVIDING A MANUAL FOR IMPROVED ACCESS TO RESOURCES AND INFORMATION SERVICES FOR SENIOR CITIZENS BY 1995..

**STATUS/NEEDS**

Senior Citizens are Louisiana residents age 65 years and over. These individuals (468,991), comprise 11% of the state's population, according to the 1990 Census. An LSU study predicts that the senior population will exceed a half million by the year 2000, and 560,000 by 2010.

Greater longevity is a phenomenon in our nation, and senior citizens are increasingly active. The concept of a unique library program (beyond the traditional library service to elderly, blind and handicapped persons and nursing home residents) designed to meet the particular information and library resource needs of the elderly is developing. In 1986, the State Library and the Governor's Office of Elderly Affairs signed a cooperative agreement which provides for better coordination of existing services provided by both agencies and more sharing of information.

**OBJECTIVES**

1. Identify the unmet information and library service needs of Louisiana's elderly.
2. Develop a handbook or manual of services to senior citizens.
3. Promote interagency cooperative planning and implementation of literacy and other programs of interest and service to the aged, especially those of the Governor's Office of Elderly Affairs.

**ACTIVITIES**

1. Conduct a statewide survey to assess the unmet information and library service needs of Louisiana's elderly.
2. Provide consultation, technical assistance and training to public libraries in planning services for older adults.
3. Encourage the exchange of service ideas through continuing education workshops and publications, in particular intergenerational library services.
4. Award, if funding levels are adequate, competitive subgrants to develop local projects for senior citizens.

EVALUATION

Evaluation will be based upon the extent to which programs and projects for senior citizens are planned, developed, implemented, maintained, expanded and promoted.

## CONSTRUCT AND IMPROVE PUBLIC LIBRARY FACILITIES

**GOAL XI** TO STRENGTHEN THE STATEWIDE PUBLIC LIBRARY SYSTEM THROUGH ADEQUATE FACILITIES, FURNISHINGS, EQUIPMENT, AND TECHNOLOGY TO PROPERLY HOUSE AND SUPPORT LIBRARY PROGRAMS ACROSS THE STATE. PROVIDE BIANNUAL COMPETITIVE GRANTS, WHEN FUNDS ARE AVAILABLE, FOR CONSTRUCTION PROJECTS.

**STATUS/NEEDS**

The successful establishment of public library service in each of Louisiana's sixty-four parishes was due in large measure to the leadership, dedication and financial assistance provided through the State Library's one-year Demonstration Projects. In forty-four years (1925-1969) the State Library not only planned, staffed and financed a professional quality library for each parish, but also gained local support for their continued growth and maintenance. Considering Louisiana's economy and the vastness of its undereducated adult population, the establishment of these libraries, before the provision of Federal funding, is most impressive.

Since its inception in 1964, the Library Services and Construction Act, Title II has been utilized to partially fund thirty-eight Louisiana building projects (thirteen headquarters, eleven branches, and fourteen additions). The combined local and capital outlay for these buildings exceeded eight and a half million dollars.

In 1992, the State Library surveyed public libraries in Louisiana concerning needs assessment in construction and technology enhancement, the categories of Title II funding. The survey was conducted to present realistic statistical data on the public library space needs. In Louisiana, 52 (81%) of the public libraries responded to the survey. The results showed that there was an urgent need for construction and technology funds in the state. The 52 responding libraries indicated a need for 77 building projects over a five year period from 1993-1997. These projects were for main library and branch construction, which included new construction, additions, and remodeling existing facilities.

The most recent round (1993) of LSCA Title II grant requests included 50 applications including 39 technology projects and 11 construction projects. The matching dollars requested totalled $3,049,392, over three times the funds available.

In 1986, the State Library awarded another round of construction grants to three public libraries: two for expansion and one for remodeling for easier handicapped accessibility thus adding 30,516 square feet of expanded space and 7,600 square feet of remodeled/altered space. Local monies in the amount of $1,921,127 have been obligated to these three projects matched with $457,480 in federal monies.

In 1987 the Public Library Section of the Louisiana Library Association adopted Standards for Public Libraries in Louisiana which contain a section on facilities, including a statement on access by the handicapped.

Two grants were awarded in 1987: Claiborne Parish Library received a $300,000 grant for construction of a 6,500 square foot headquarters building and Red River Parish Library received $95,203 in Federal funds to expand and renovate the main library. Local funds were available to match the Federal dollars.

Three construction grants in the amount of $568,000 were awarded in 1989. New Orleans Public was awarded $168,000 to enhance energy efficiency. Two branches have been built. The Galvez Branch of the Ascension Parish Library which contains 9,740 square feet of space replaces a rental space with 750 square feet. The Breaux Bridge Branch of the St. Martinville Parish Library has added 3,112 square feet of space and remodeled 2,425 square feet of existing space. Local matching funds were available for all three projects.

Four grants were awarded in 1992. Three headquarters buildings are slated for construction in Winn, Franklin, and St. Martin Parishes; a branch facility will enhance library service in DeSoto. The awards totalled $624,200, and 28,915 square feet of space, plus upgrading of other physical equipment and facilities.

State Library staff have adapted for local use new federal guidelines allowing expenditure of Title II funds for technology enhancement.

Sixteen projects were funded in 1993, including three construction projects totalling $533,500, and twelve technology enhancement projects totalling $235,703.

OBJECTIVES

1. To work with the newly adopted public library standards in order to operate and maintain an effective construction program appropriate to the needs of Louisiana citizens.

2. To award subgrants to legally established public libraries which lack the adequate facilities, furnishings, equipment, and technology necessary to properly house and support the library program for

   - the construction of new library buildings;
   - acquisition, expansion, remodeling and alteration of existing buildings;
   - equipment to accommodate new technologies for new or existing buildings;
   - remodeling to conserve energy;
   - meeting the standards of the Architectural Barriers Act of 1968 and the Americans with Disabilities Act; and
   - purchasing historic buildings for conversion to public libraries.

ACTIVITIES

1. Refine and conduct, at five year intervals, the Public Library Construction Interest Survey to identify public library physical plant deficiencies and technology needs statewide.

2. Formulate a plan of action for correcting deficiencies found.

3. Implement when funds are available the plan to rectify identified deficiencies.

4. Seek financial assistance from local, state, Federal and private sources to allow for new construction/remodeling of existing facilities.

5. Award grants for new construction, remodeling, expansion, alteration of existing facilities and for technology enhancements; conserve energy; eliminate handicap barriers; and, purchase historic buildings for conversion to public libraries.

EVALUATION

1. Evaluation will be based upon the extent to which the three activities have been accomplished by the assigned target dates.

2. Evaluation will be based upon the extent to which the Building Interest Survey is completed and evaluated, and a plan devised and implemented to correct deficiencies found.

3. Evaluation will be based upon the extent to which financial assistance becomes available and grants are awarded.

GOAL XIII

TO ENHANCE THE QUALITY OF LIBRARY SERVICES AVAILABLE TO LOUISIANA RESIDENTS BY DEVELOPING LINKAGES AMONG ALL LIBRARIES, WHICH ENABLE LIBRARY USERS TO HAVE RAPID AND IN-DEPTH ACCESS TO THE COLLECTIVE RESOURCE OF THE STATE.

STATUS/NEEDS

The Louisiana Numerical Register (LNR) was published by the State Library for 21 years (1968-1989). It contained Library of Congress catalog card numbers representing the holdings of over 100 libraries in Louisiana. This numerical finding aid on microfiche was greatly enhanced in the 1980's by the State Library's publication of its complete catalog (catfiche) in full bibliographic form with author, title, and subject indexes.

The advent of laser encoding technology and its application to library database management problems in the mid-1980's spurred the State Library to investigate its use in strengthening these existing interlibrary resource sharing mechanisms.

By 1986 the State Library was ready to propose the nation's first automated interlibrary loan referral system to be linked to a laser encoded statewide bibliographic database. When the response of the state's public libraries to this proposal of a limited 10-site pilot project became overwhelmingly positive, the pilot phase was abandoned in favor of immediate full network development, with local libraries covering most of their own costs of participation. With 35 charter members -- 32 of 64 parish libraries, 2 academic libraries, and the State Library -- the new statewide network, called LAsernet, began operating in September, 1987. It handled nearly 50,000 successful interlibrary loan transactions its first year. By mid-1993, its membership had grown to 55 stations, including 53 of the 64 parishes. The database had grown to over 1.3 million titles and, over 100,000 successful transactions completed.

In 1994 Louisiana was awarded a HEA-II grant to establish the Louisiana Library Network, with communications access for all academic, public, and some school libraries to the Internet, to major periodicals, indexes and databases, and to each other's OPACs.

OBJECTIVE

1. Add at least one of the remaining 11 parishes to LAsernet.

2. Establish Internet access for all 64 parish libraries.

ACTIVITIES

1. The State Library will support LAsernet and the work of the LAsernet Committee established within L.L.A. in 1989.

2. The State Library will sponsor statewide meetings for network decision making and continuing education.

3. The State Library will contract with recognized automation consultants to address network activities at library administration meetings and workshops.

4. The State Library will negotiate with libraries which own shared or stand-alone automated systems for access to their computer system by other libraries in the state. This will involve reaching agreement on policy and use issues as well as how to finance the necessary hardware, software and telecommunication technology.

5. The State Library will continue the implementation of the LAsernet cataloging and interlibrary loan system to achieve a state network for resource sharing which will include all public and as many academic, school and special libraries as will and can participate.

6. The State Library is implementing expanded access to collections which are offered by the OCLC Group Access program and by SOLINET's SOLINE system. Both of these activities now present a cost-effective mechanism for LAsernet members to greatly increase their access to resources both in Louisiana and throughout the Southeastern United States. Fourteen (14) libraries have participated.

7. The State Library has made its OPAC available to Louisiana libraries through dial-up access.

EVALUATION

Evaluation will be based upon:

1. the successful operation of LAsernet,

2. the expansion of LAsernet to other libraries and other types of libraries, and

3. the continued growth of interlibrary resource sharing.

GOAL XIV

TO STRENGTHEN THE STATEWIDE LIBRARY SYSTEM BY ENCOURAGING THE DEVELOPMENT OF RESOURCE SHARING NETWORKS.

STATUS/NEEDS

There exist among Louisiana's public (64), academic (35), special (100) and public school libraries, both formal and informal cooperative networks of local, regional, state and multi-state scope. These include three in-state medical consortiums plus the Louisiana Component of TALON (South Central Regional Medical Library Program), one academic interlibrary network, one statewide public school library network, LaGin - The Louisiana Government Information Network of state agency libraries and information centers, and two regional networks serving public, academic, and special libraries.

During the 1970's the State Library sought to establish a state network consisting of seven regional library systems. Four of the seven were established by 1974: Trail Blazer, Bayouland, SEALLING, and Green Gold. The fifth and last system, Heartland, was established in 1979. All were begun as pilot projects funded primarily through federal monies administered by the State Library. Increased work loads and inflationary costs required the addition of local funds to the system by 1976. By 1979 it became obvious that, without additional funds from either state or federal sources, the establishment of the remaining three systems and the maintenance of all seven would be extremely difficult. Efforts to secure state grants for system development and maintenance were rebuffed. The lack of federal funds in recent budgets for library programs halted the development and completion of the seven system networks. In August, 1981 the State Librarian met with public libraries to examine alternatives to the regional systems approach for statewide resource sharing. From this meeting evolved the three pronged resource sharing program in effect today.

1. The State Library continues to distribute state aid, when available, to supplement local library book budgets. State law has been interpreted to permit the expenditure of local library funds for system participation. The monies permitted through this interpretation (along with the start up and support of federal funds) have enabled the Bayouland and Trail Blazer systems to continue their effort with local monies. Two systems have ceased operation and one has reduced its services.

2. The State Library serves as the major supplier of interlibrary loan materials and switching center for interlibrary loan requests. In 1993 the State Library made its OPAC available by dial-up access to all public, academic, and special libraries in the state.

3. The State Library has taken responsibility for developing LAsernet and updating its statewide data base of library book holdings.

OBJECTIVES

1. Achieve resource sharing in Louisiana through:

   a) Work with LSU under the 1994 HEA-II grant to achieve Internet access for all 64 parish public library systems.

   b) Providing interlibrary loan services through LAsernet at a level of at least 100,000 transactions.

2. Provide mechanisms for referral of information requests among the state's 64 public libraries, using electronic mail.

ACTIVITIES

1. Encourage the growing participation in LAsernet and use of the state OCLC group access project.

2. Seek increased state aid to enhance resources available for sharing.

3. Conduct pilot programs to evaluate the use of new resource sharing technologies, including electronic mail, telefacsimile document delivery, and enhanced telecommunication.

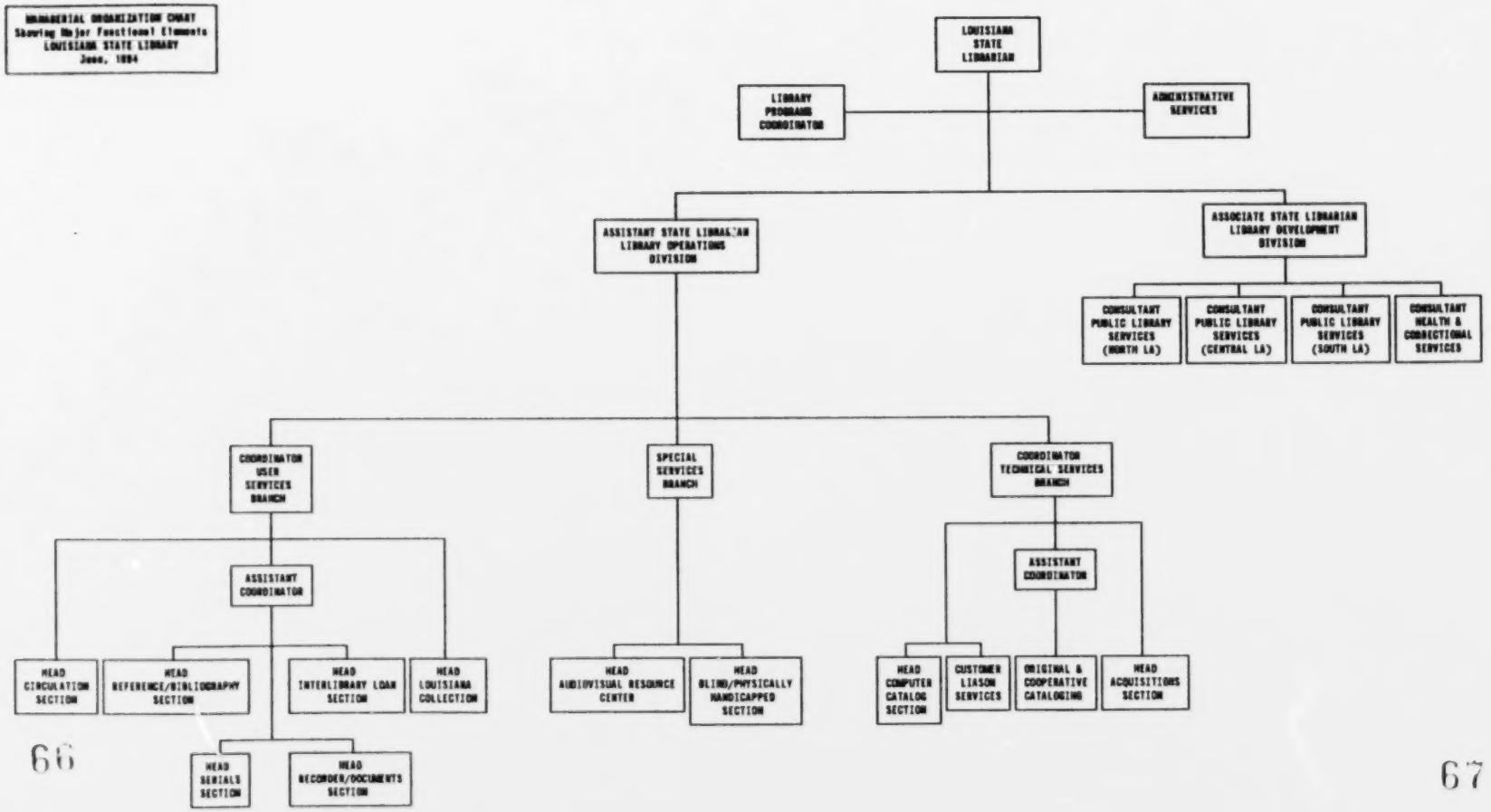
4. Begin revisions to and updating of the LLA Interlibrary Loan Code and Manual (protocol for resource sharing).

EVALUATION

Evaluation will be based upon the extent of increase in resource sharing and the extent of networking activity.

| | |
|---|---|
| GOAL XV | TO STRENGTHEN THE STATEWIDE PUBLIC LIBRARY SYSTEM THROUGH THE DEVELOPMENT OF A STATEWIDE PRESERVATION COOPERATION PLAN. |
| STATUS/NEEDS | This is a new area of responsibility added to the act. The State Library has made a decision not to persue this goal until an assessment of need can be made. |
| OBJECTIVES | Not applicable. |
| ACTIVITIES | Not applicable. |
| EVALUATION | Not applicable. |

MANAGERIAL ORGANIZATION CHART
Showing Major Functional Elements
LOUISIANA STATE LIBRARY
June, 1984




66

67

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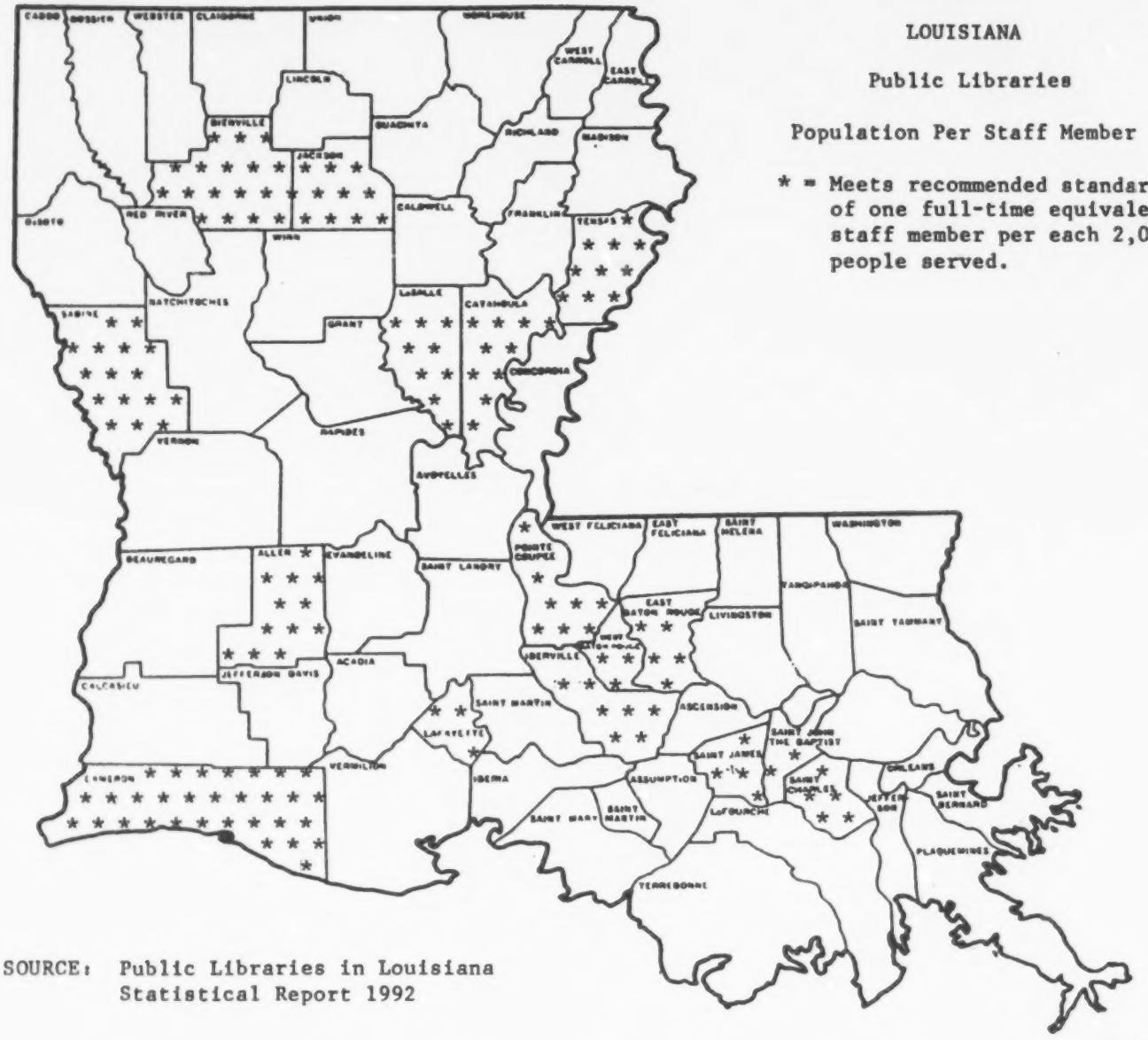


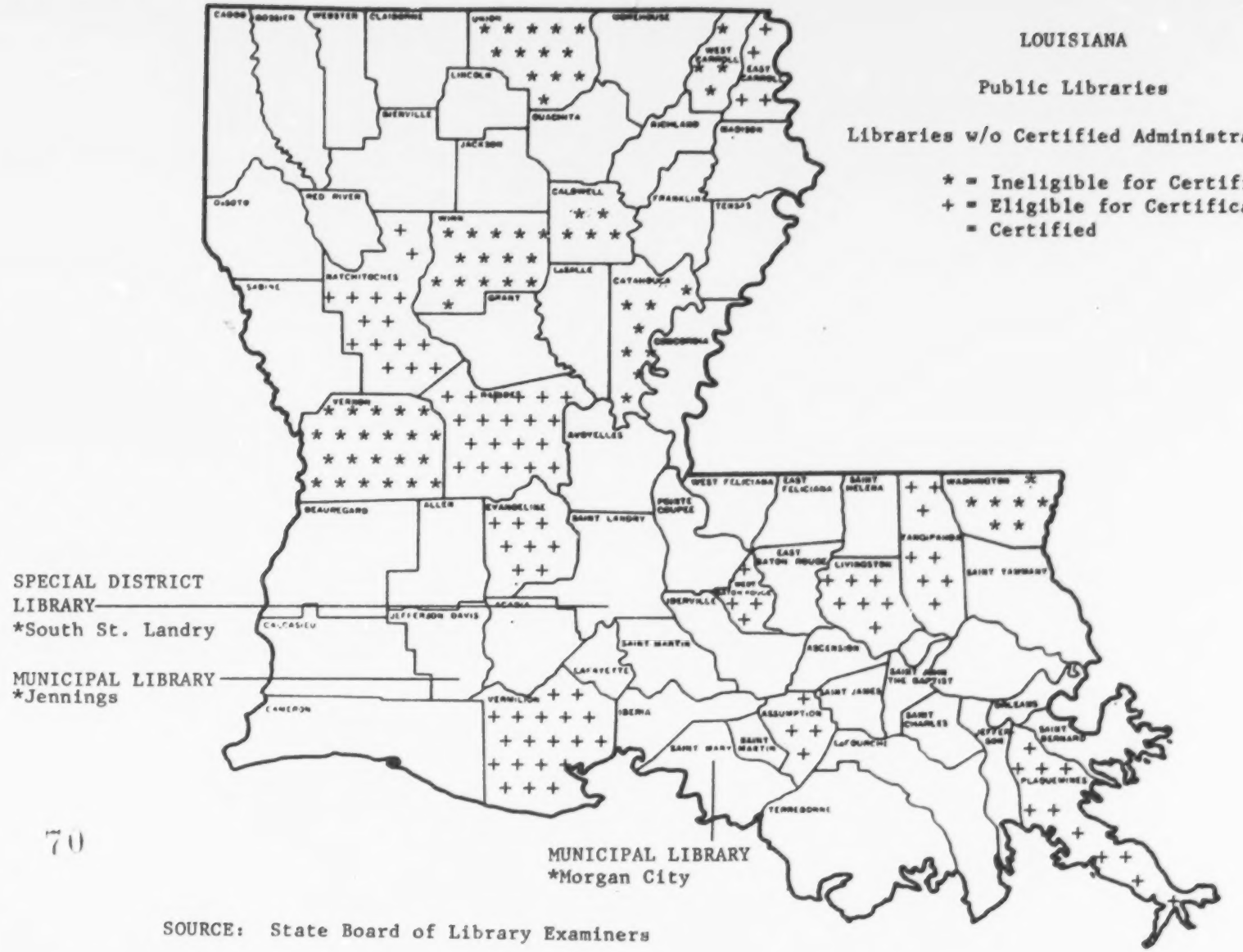

LOUISIANA

Public Libraries

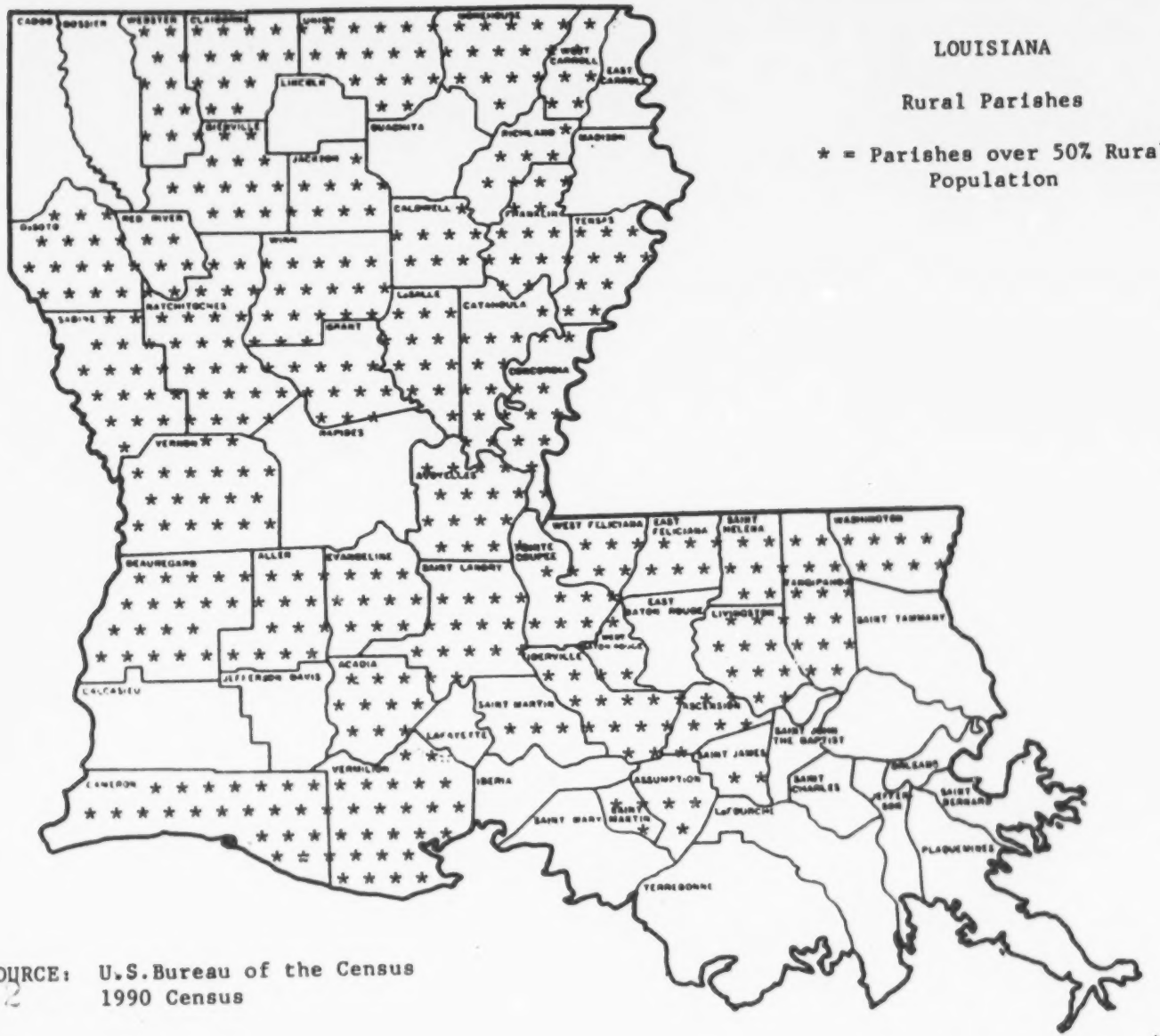
Population Per Staff Member

* = Meets recommended standard of one full-time equivalent staff member per each 2,000 people served.

SOURCE: Public Libraries in Louisiana Statistical Report 1992




SOURCE: State Board of Library Examiners

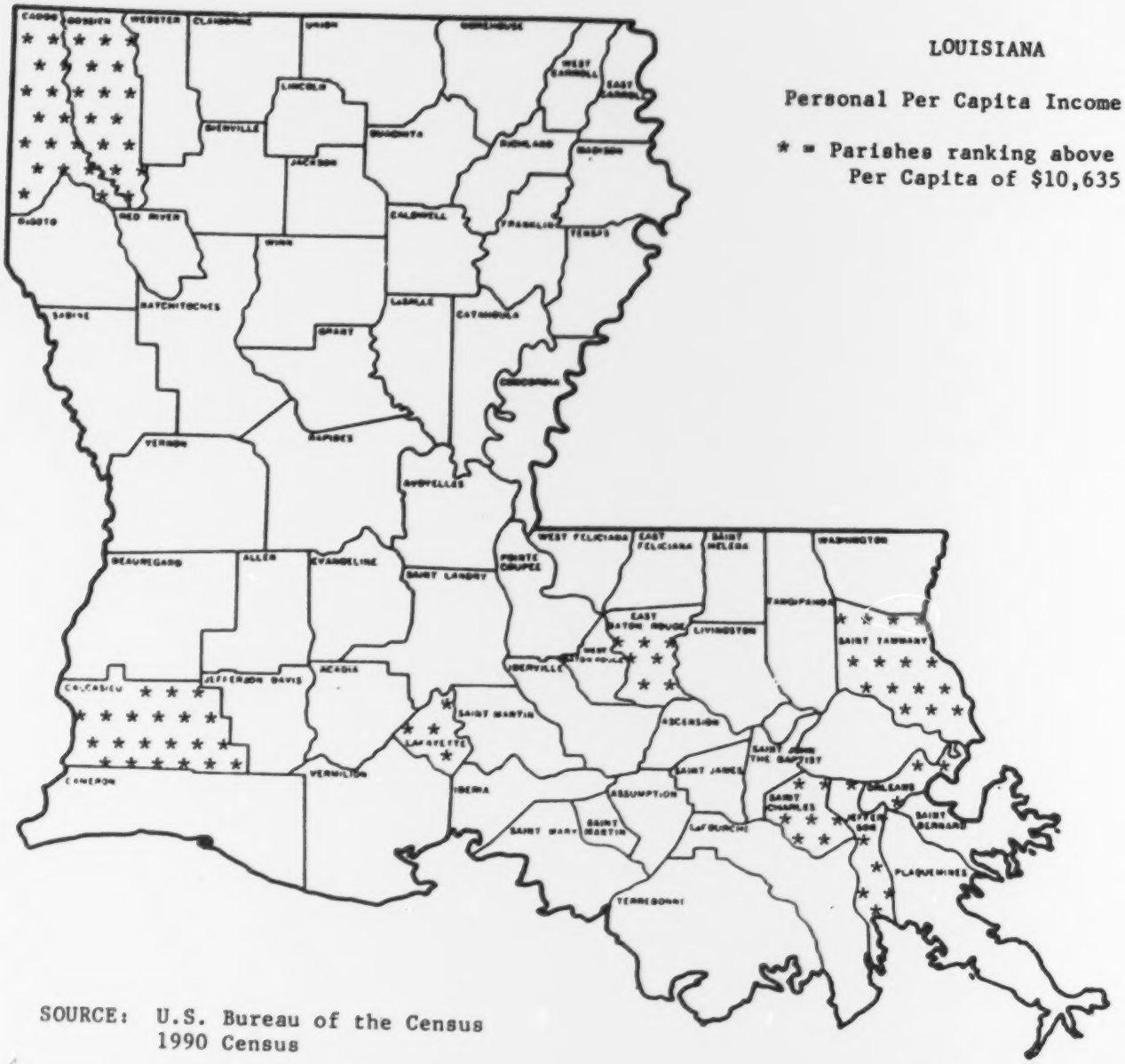



LOUISIANA

Rural Parishes

* = Parishes over 50% Rural Population

SOURCE: U.S.Bureau of the Census
1990 Census




LOUISIANA

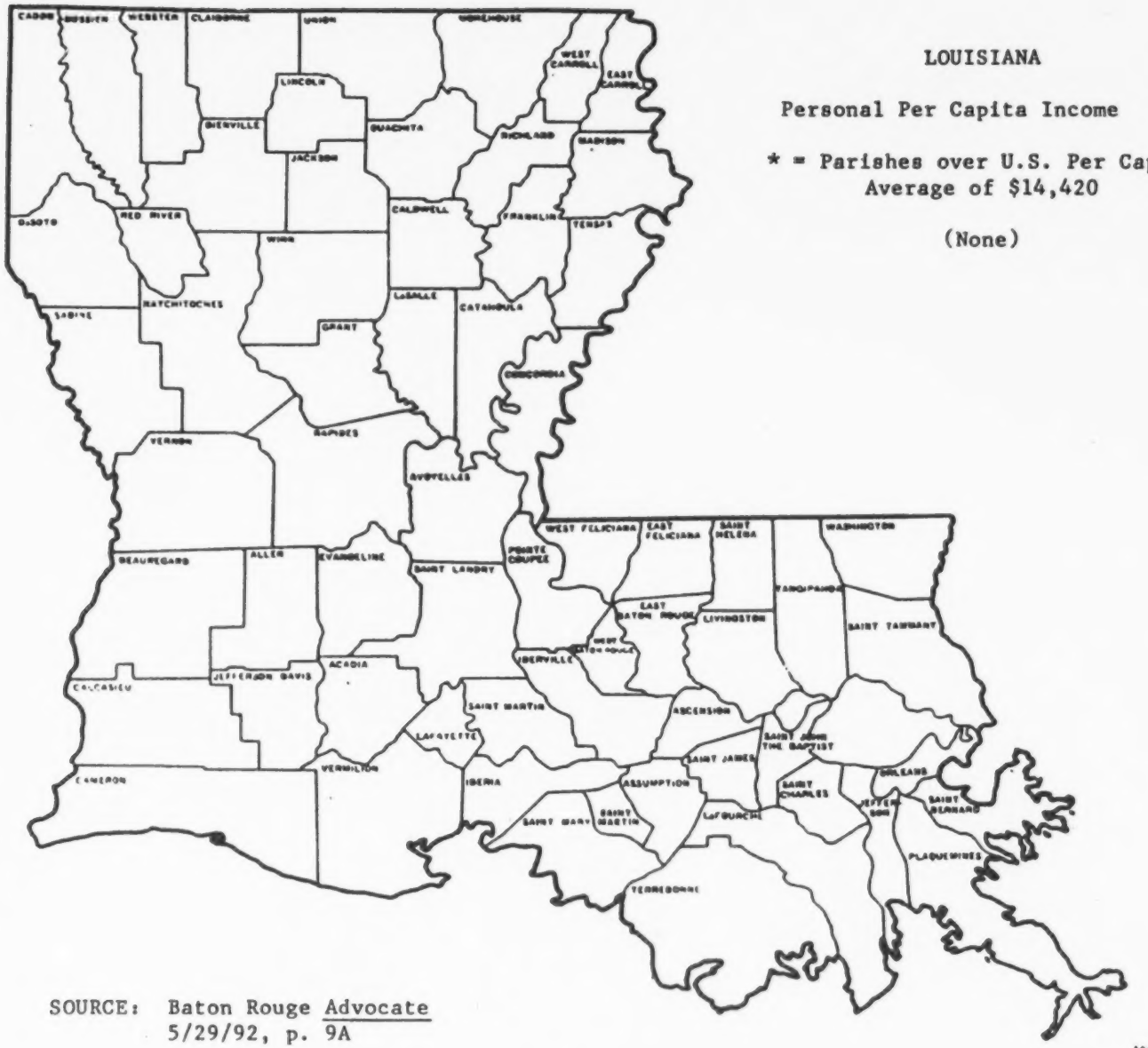
Personal Per Capita Income

* = Parishes ranking above State Per Capita of $10,635

SOURCE: U.S. Bureau of the Census
1990 Census

74

75



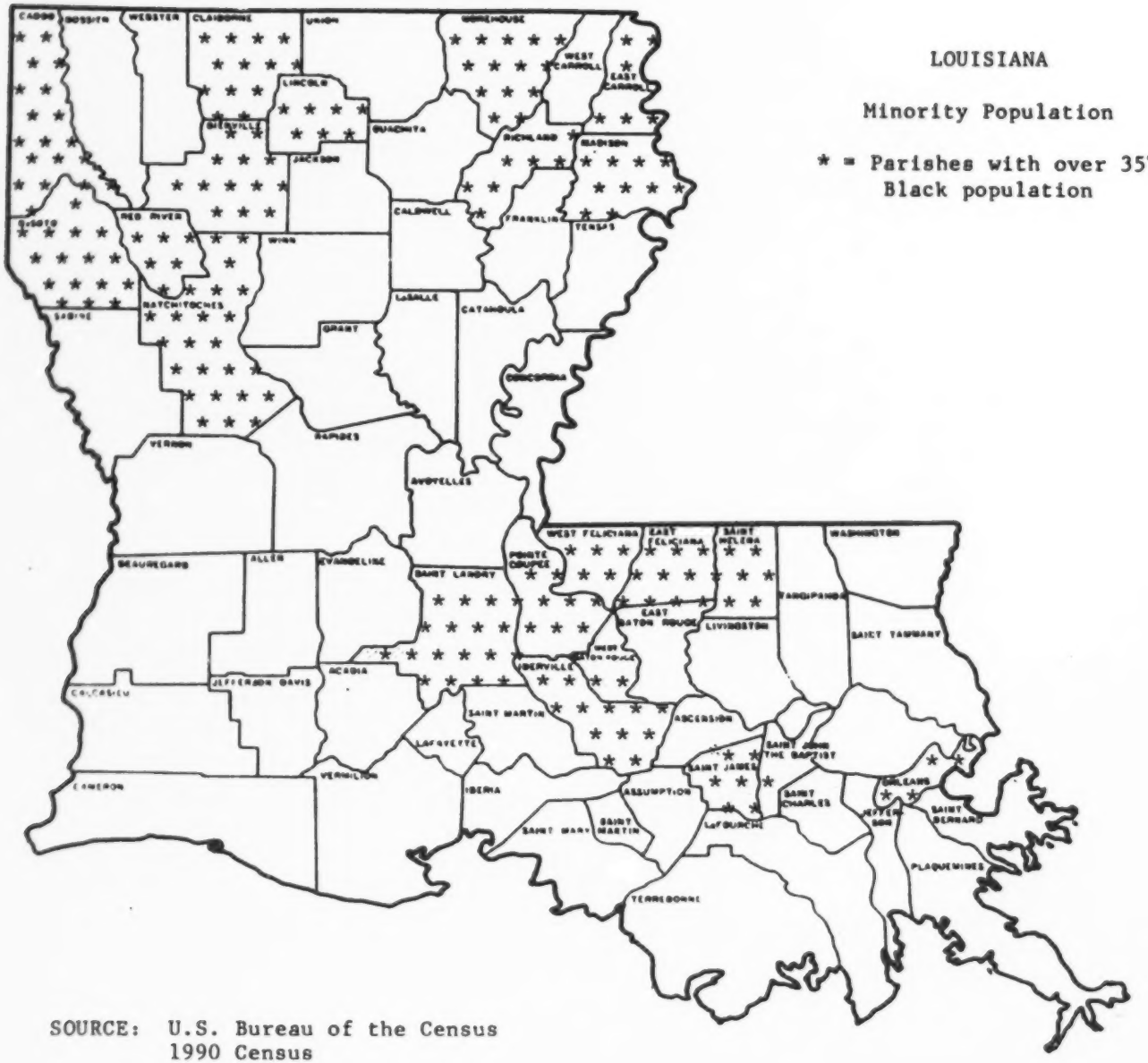

LOUISIANA

Personal Per Capita Income

* = Parishes over U.S. Per Capita Average of $14,420

(None)

SOURCE: Baton Rouge Advocate
5/29/92, p. 9A




LOUISIANA

Minority Population

* = Parishes with over 35% Black population

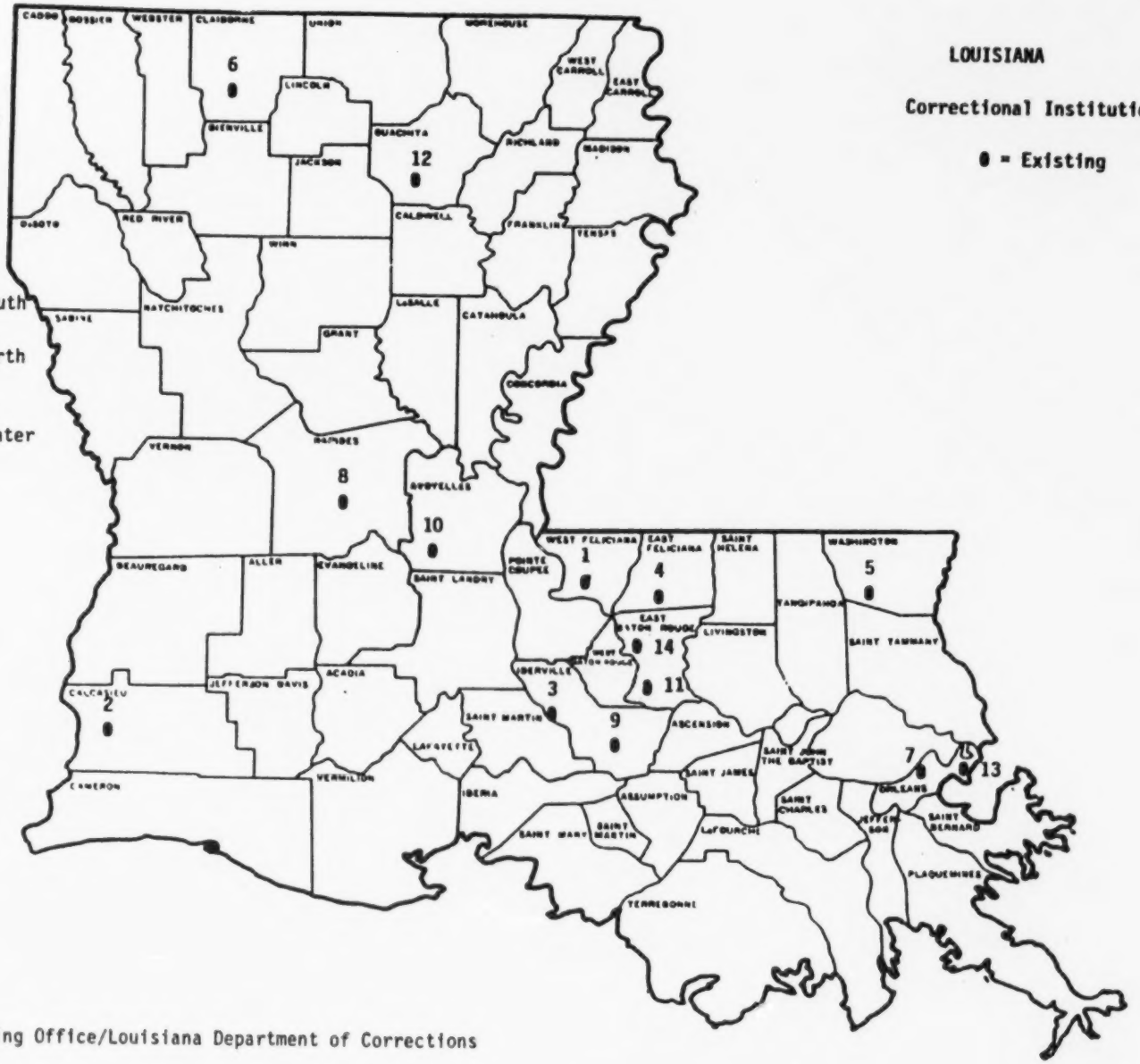
SOURCE: U.S. Bureau of the Census
1990 Census

**Adult**

1. LA State Penitentiary
2. LA Correctional & Industrial School
3. LA Correctional Institute for Women
4. Dixon Correctional Institute
5. Washington Correctional Institute
6. Wade Correctional Center
7. Work Training Facility/South New Orleans
8. Work Training Facility/North Pineville
9. Hunt Correctional Center
10. Avoyelles Correctional Center

**Juvenile**

11. LA Training Institute - Baton Rouge
12. LA Training Institute - Monroe
13. LA Training Institute - Bridge City
14. Juvenile Reception & Diagnostic Center




**LOUISIANA**

**Correctional Institutions**

**0 = Existing**

SOURCES: Louisiana State Planning Office/Louisiana Department of Corrections

**HEALTH AND HOSPITALS**

1. Central LA State Hospital
2. East LA State Hospital
3. Feliciana Forensic Facility
4. Greenwell Springs Hospital
5. New Orleans Adolescent/ Children's Hospital
6. New Orleans Home and Rehabilitation Center
7. Villa Feliciana Chronic Disease Hospital and Rehabilitation Center
8. War Veterans Home
9. Southeast LA Hospital

**STATE SCHOOLS**

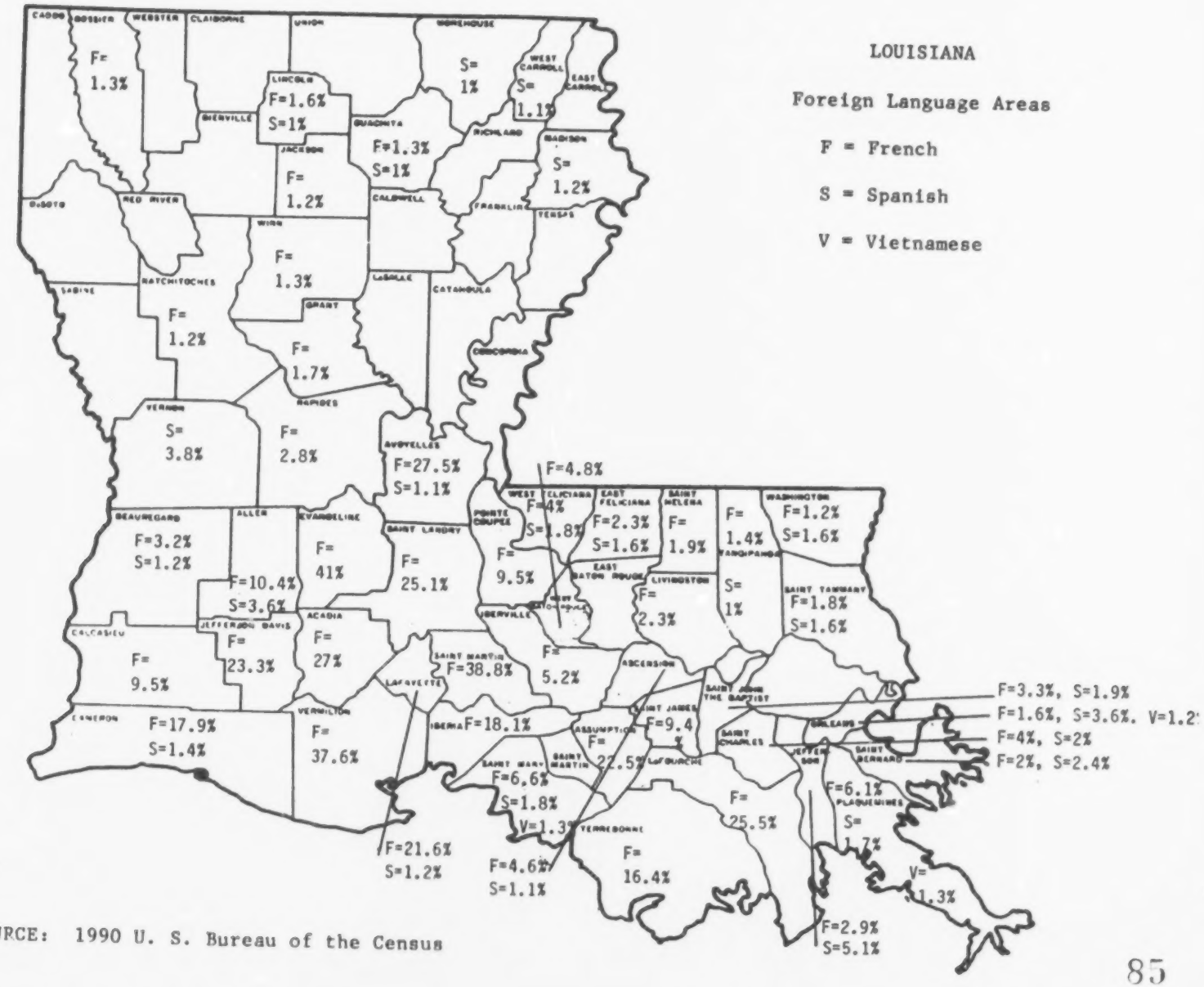
10. Metropolitan Developmental Center
11. Columbia Developmental Center
12. Hammond Developmental Center
13. Leesville Developmental Center
14. Northwest LA Developmental Center
15. Pinecrest Developmental Center
16. Ruston Developmental Center
17. Southwest LA Developmental Center
18. Peltier-Lawless Developmental Center

LOUISIANA

HEALTH AND HOSPITALS

LONG - TERM CARE AND RESIDENTIAL FACILITIES

SOURCE: Executive Budget, 1993-94, Volume II




SOURCE: 1990 U. S. Bureau of the Census

LOUISIANA

Aged Population

* = Parishes with 10% or more persons over 65 years of age

SOURCE: U.S. Bureau of the Census
1990 Census

LIBRARY SERVICES AND CONSTRUCTION ACT
STATE ADVISORY COUNCIL ON LIBRARIES
Term of Appointment: August 1, 1993 - July 31, 1994

Executive Secretary: Mr. Thomas F. Jaques, State Librarian

| MEMBERS: | REPRESENTING: |
|---|---|
| Mrs. Paulette Holahan, Chairman<br>Louisiana State Library Board of Commissioners<br>6417 Fleur de Lis Drive<br>New Orleans, LA 70124 | |
| Mr. Paul Ardoin<br>Franklin Parish Library<br>209 Main Street<br>Winnsboro, LA 71295 | Public Libraries |
| Dr. Bert Boyce, Dean<br>L.S.U. School of Library and<br>Information Science<br>263 Coates Hall<br>Baton Rouge, LA 70803 | Library Education |
| Ms. Angelle Deshautelles<br>Ascension Parish Library<br>500 Mississippi Street<br>Donaldsonville, LA 70346 | Public Libraries |
| Mr. R. Brantley Cagle<br>Lether E. Frazar Memorial Library<br>McNeese State University<br>P. O. Box 93116<br>Lake Charles, LA 70609 | Handicapped Users |
| Ms. Jennifer Cargill<br>Louisiana State University<br>LSU Libraries<br>295 Middleton<br>Baton Rouge, LA 70803-3300 | Academic |
| Ms. Mallory Collins<br>St. Tammany Parish Library<br>P. O. Box 1376<br>Lacombe, LA 70445 | Trustees |
| Ms. Ferol Foos<br>Ethyl Cooperation<br>R & D Libraries<br>P. O. Box 14799<br>Baton Rouge, LA 70898-4799 | Special Libraries |

L.S.C.A. State Advisory Council on Libraries (continued)

| | |
|---|---|
| Dr. F. Landon (Lanny) Greaves<br>Southeastern Louisiana University<br>Linus A. Sims Memorial Library<br>P. O. Drawer 896, University Station<br>Hammond, LA 70402 | Academic |
| Ms. Angela Hammerlee<br>Friends of the Library<br>Lafourche Parish<br>618 St. Phillips St.<br>Thibodeaux, LA 70302 | Library Users |
| Ms. Paige Hanchey<br>Allen Parish Library<br>P. O. Box 400<br>Oberlin, LA 70655 | Public Libraries |
| Mrs. Phyllis Heroy<br>E.B.R. Parish School Board<br>P. O. Box 2950<br>Baton Rouge, LA 70821 | School Libraries |
| Mr. Fred Jackson<br>Washington Parish Library<br>P. O. Box 199<br>Angie, LA 70426 | Trustees |
| Ms. Golda B. Jordan<br>RR3, 172 Country Village<br>Morgan City. LA 70380 | School Libraries |
| Ms. Mary Judice<br>Assumption Parish Library<br>104 Franklin Avenue<br>Napoleonville, LA 70390-0786 | Public Libraries |
| Mrs. Nancy Khoury<br>Lether E. Frazar Memorial Library<br>McNeese State University<br>P. O. Box 91445<br>Lake Charles, LA 70609 | Academic Libraries |
| Ms. Toni Luizza, Librarian<br>Hammond Developmental Center<br>501 State School Road<br>Hammond, LA 70401 | Institutional Libraries |

L.S.C.A. State Advisory Council on Libraries (continued)

| | |
|---|---|
| Mrs. Emma B. Perry<br>Southern University<br>John B. Cade Library<br>Southern Branch Post Office<br>Baton Rouge, LA 70813 | Academic |
| Ms. Bertha Pitts<br>Bel Aire High School<br>117 Monticello Avenue<br>Baton Rouge, LA 70814 | School Libraries |
| Mrs. Meredith Rials<br>4309 Prien Terre<br>Lake Charles, LA 70605 | Library Users |
| Ms. Jan Smith<br>Evangeline Parish Library<br>P. O. Box 40<br>Ville Platte, LA 70586-0040 | Public Libraries |
| Dr. Fred Stielow<br>Exe. Director - Amistad Research Center<br>Tulane University<br>6823 St. Charles Avenue<br>New Orleans, LA 70118 | Special Libraries |
| Rep. Francis Thompson<br>Louisiana House of<br>Representatives<br>P. O. Drawer 68<br>Delhi, LA 70643 | Library Users |
| Mrs. Beverly Vincent<br>Louisiana Training Institute<br>P. O. Box 97527<br>Baton Rouge, LA 70874-7527 | Institutional Libraries |
| Dr. Randall Webb<br>Northwestern State University<br>Natchitoches, LA | Library Users |

## CRITERIA, PRIORITIES, PROCEDURES, AND POLICIES
## LIBRARY SERVICES AND CONSTRUCTION ACT

I. Periodic Evaluation of the Effectiveness of Programs and Projects supported under the Act:

A. Continuing programs will be evaluated annually except as noted and results incorporated into the Long Range Program and Annual Program as necessary.

B. Time-specific projects will be evaluated at appropriate points throughout the duration of the projects(s) and results incorporated into the Long Range Program and Annual Program as necessary.

II. Appropriate Dissemination of the Results of Such Evaluation and Other Information Pertaining to Programs and Projects:

A. Results of evaluation presented in Library Services and Construction Act Annual Reports will be disseminated to and reviewed by the LSCA Advisory Council; a lending copy will be available upon request to other interested parties.

B. Evaluation reports submitted by subgrantees will be available for loan upon request.

C. Notice of availability of evaluation results will be published in Library Communique' and/or the Louisiana Library Association LLA Bulletin.

III. Effective Coordination of Programs and Projects Supported under the Act with Library Programs and Projects Operated by Institutions of Higher Education or Local Elementary and Secondary Schools and other Public or Private Library Programs:

A. The LSCA Advisory Council representative of public, school, academic and special libraries shall be responsible for advising the State Library of programs and projects so as to assure coordination of these among all libraries throughout the state.

B. Projects of public library service in state-supported health and correctional institutions shall be coordinated with programs of school or academic library services in these institutions.

C. Copies of Long-Range Programs and Annual Programs shall be exchanged with those agencies or libraries which have responsibility for administering HEA II-A and ESEA IV-B programs.

IV. Criteria for Allocating Funds under Title I of the Act:

A. Funds may be allocated for any project or activity for which there is an identified library need in the Long-Range Program consistent with the appropriate standards for determining adequacy of public library service in the Basic State Plan.

B. High priority will be given allocation of funds for program and projects which serve those areas identified in the Basic State Plan as having heavy concentrations of persons with limited English ability or low income families.

C. Funds will be allocated after receipt of advice from the LSCA Advisory Council and plans will be implemented as described in the Annual Program which has been accepted by the U.S. Office of Education.

D. Funds will be allocated for programs and projects for (a) state institutionalized and (b) the physically handicapped such that the total of state, local, and federal funds for each will not be less than the amount expended during the second preceding fiscal year.

E. Funds will <u>not</u> be allocated for the continuing support of a program or project unless results of evaluation indicate such funding is leading toward achieving the standards adopted for determining adequacy of public library services.

V. Approval of Applications for the Construction and Technological Enhancement of Public Library Facilities Under Title II.

A. The program will be implemented in compliance with the Library Services and Construction Act (Public Law 98-480) and its regulations (Part 770 of Title 34 of the Code of Federal Regulations), and in accordance with the regulations and policies of the State Library, as set forth in the "State Library of Louisiana Construction Project Application (Revised)".

B. As there are no state funds available for the construction or technological enhancement of public libraries, local funds must be used for matching. The parish, municipal, or the parish-municipal governing authority must provide 50% or more of the cost from local funds, the specific formula to be determined annually when the amount of the federal appropriation is known.

C. "Public Library Construction" is defined as the construction of new public library buildings, the expansion, remodeling, alteration of existing building, and technology enhancements to be used as public libraries, and the initial equipment of any such buildings (but not books), including architect's fees and the cost of the acquisition of land.

D. These facilities must serve areas that are without or have inadequate library facilities necessary to develop library services. All such buildings must be used for library service and must be designed for growth according to approved library standards.

E. The request for funds must be made by the Library Board of Control and the parish, municipal, or parish-municipal governing authority responsible for all projects. A statement of pertinent data that substantiates the need for the requested library facility must accompany the application.

F. The facility should meet guidelines as set forth in Standards for Public Libraries in Louisiana, 1990.

G. The public library must be a part of a parish library system except where there is evidence of cooperative arrangement between the municipal library and the parish library system operating under the laws governing Parish and Municipal Libraries (Louisiana Revised Statutes 25:211) or the Local Services Act (Louisiana Revised Statutes 33:1324).

H. The public library must be a member of the library system if one is in operation in its geographically designated system area; or the public library must be a participant in any state or federally-funded cooperative project in progress in its geographically designated system area.

I. The State Library will provide a public library consultant to confer with the librarian, members of the Board of Control, and architect in the planning and construction of public library buildings.

J. The State Library will apply the following priorities in making grants:

1. Building or technology enhancement for library serving as center for library system or officially designated system area.

2. Building or technology enhancement for library in rural or urban parishes with high concentration of low income families.

3. Establishment and documentation of need as required in the project construction applications, especially the responses to the questions 7-A through 7-K.

4. Assurance that the following criteria for eligibility have been met:

a) That the library is a part of a parish or regional library system or that the applicant has a cooperative agreement with a parish or regional library system.

b) That the building or technology enhancement must permit expansion adequate for a service growth according to approved public library standards established by the Louisiana Library Association, entitled, Standards for Public Libraries in Louisiana, 1990.

c) That the library will comply with all applicable State and Federal guidelines and assurances required for LSCA Title II.

d) That the facility will be open a minimum of 40 hours per week and all services will be available to all persons without discrimination.

e) That the title of the site is held by the governing authority of the parish, the municipal corporation, or the parish municipality prior to the awarding of the construction contract.

f) That the local matching funds are public funds for library construction and are on deposit with the parish, the municipal corporation, or the parish municipality. If funds are not available prior to the submission of the application, that they are available prior to the signing of an agreement between the State Librarian and the governing authority.

g) That a written building or technology enhancement program statement be submitted with the application.

h) LSCA funds may comprise up to 50% of the total cost of the project with a maximum amount of $300,000.00 granted to a library.

K. All requirements being met and conditions on which priorities are established being equal, the State Library will make grants in the order that applications are approved and local funds available.

L. In the case where an application for construction or technology enhancement funds under Title II is denied, the person submitting the project application will be given an opportunity for a fair hearing before the State Library Administrative Staff.

VI. Approval of Applications for Interlibrary Cooperation under Title III of the Act:

A. Applications must propose the systematic and effective coordination of the resources of two or more types of libraries for providing supplementary services for the clientele of each.

B. Notification of application opportunities and deadlines will be made through appropriate means to libraries statewide. Unsuccessful applicants will be notified in writing.

C. All applications will be reviewed by the LSCA Advisory Council whose advice will be considered during the approval process.

D. All applications shall include appropriate measurable objectives and plans for evaluating the achievement of these objectives.

E. Priorities will be assigned in relation to 1) the degree to which applications meet the above criteria, 2) the funds available, and 3) the resources and personnel at the state agency available to provide the necessary leadership and guidance.

VII. Priorities of the Library Services and Construction Act.

Funds shall be expended to assist the State of Louisiana extend and improve library services to:

A. Area without service or areas with inadequate service;

B. Low-income persons in urban and rural areas;

C. Persons of limited English-speaking ability;

D. Residents of State Institutions;

E. Physically Handicapped persons;

F. Strengthen metropolitan libraries which serve as national or regional resource centers;

G. Improve and strengthen the State Library administrative agency;

H. Promote interlibrary cooperation amount all types of libraries;

I. Provide library service for older persons;

J. Strengthen major urban resource libraries;

K. Provide for community information and referral center;

L. Assist in providing Literacy Programs for adults and school dropouts.

VIII. Policies and Procedures for Allocating Funds for Major Urban Resource Libraries under Title I of the Act.

A. Funds will be allocated only to those public libraries which serve a city identified by the U.S. Commissioner of Education as having a population of 100,000 or more as taken from the most recent population data available from the U. S. Census.

B. Funds will be allocated after receipt of advice from the LSCA Advisory Council, by Annual Program acceptance from the U. S. Office of Education and after a formal agreement has been reached between the major urban resource library and the State Library.

C. Funds will be allocated for planning purposes in order to meet the "value of collection" criteria and the library service demands of individual users and libraries in a defined geographic region, and for programs and projects in an existing identified region headquartered in a major urban resource library currently trying to meet the "value of collection" criteria and service demands of users and libraries of a defined geographic area.

D. Funds will be allocated to major urban resource libraries which provide service free to all users directly and/or by interlibrary cooperation and which agree to use the funds to improve materials and services in an effort to achieve established standards.

E. Funds will <u>not</u> be allocated to major urban resource libraries if there is evidence after evaluation:

1. That the service demands of individuals and libraries in the region are not being met,

2. that the library is not providing the services for which it is being assisted, or

3. that other services or technologies are available which eliminate the demand for services from individuals and libraries in the region.